

**ASSOCIATE DEAN  
MICHAEL D. EISNER COLLEGE OF EDUCATION**

**The University:**

Serving more than 38,000 students each year, CSUN is one of the largest universities in the United States. CSUN ranks 10th in the country in awarding bachelor's degrees to underrepresented minority students, fifth nationally in awarding master's degrees to Hispanic students and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. CSUN's 171 academic programs and engaged centers enjoy international recognition for excellence. CSUN currently partners with more than 100 institutions of higher education in 22 countries around the globe and attracts the largest international student population of any U.S. master's level institution. Situated on a 356-acre park-like setting in the heart of Los Angeles' San Fernando Valley, the campus features modern educational buildings and world-class LEED Gold-certified performing arts and recreational facilities recognized as among the best in the country. CSUN is a welcoming university that champions accessibility, academic excellence and student success.

**The Position of Associate Dean, Michael D. Eisner College of Education:**

The Associate Dean assists the Dean in carrying out the mission and achieving the vision of the College and works collaboratively with department chairs and others throughout the University to support the mission of the College and the University. Under the direction of the Dean, the Associate Dean assists departments and interdisciplinary programs within the College in developing curriculum proposals, represents the College in overseeing the movement of its curriculum through University committees, keeps departments informed on the schedule for Program Review, CAEP, CTC and other reviews, and, together with the Assessment Coordinator, serves as a resource person in the preparation of accreditation reports. As a member of the Administrative Council, participates in discussions relating to the administration of the College; as ex-officio member of the College Equity and Student Affairs Committee and the College Curriculum committee, works closely with the chairperson to identify issues and to develop agendas. At the College level, acts on petitions and requests for College of Education changes on behalf of majors from the College and from students taking College of Education courses. Works with department chairs to coordinate advising activities within the College, meets with students concerning academic or disciplinary problems, and advises students on their rights and options. The Associate Dean represents the Dean in the Dean's absence, and performs other duties as assigned.

**Qualifications:**

Earned doctorate from an accredited institution in an academic discipline appropriate to the College; qualifications equivalent to those required for faculty appointment at advanced rank within one of the departments of the College; significant experience in academic administration or faculty governance; demonstrated ability to serve effectively and collegially as a member of the academic administrative team; ability to apply management skills to a variety of administrative issues; successful experience in academic program and curriculum development and in grant writing; experience in state, regional and/or national accreditation and experience with faculty governance; excellent oral and written communication skills; strong interpersonal skills and ability to deal discretely and effectively with sensitive student and faculty issues; computer skills relevant to academic administration; and ability to provide effective leadership and to work with diverse groups.

**Salary/Benefits:** Salary is commensurate with knowledge, skills, and experience. The University offers excellent fringe benefits.

**General Information:** This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. The selected candidate is required to pass a thorough background investigation. Additionally, the person holding this position is considered a "mandatory reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements as set forth in CSU Executive Order 1083 as a condition of employment.

Effective Date of Appointment: June 15, 2016

**How to Apply:** Candidates must submit a cover letter and current resume or curriculum vitae including the names of three professional references. Initial review begins February 22, 2016 and will continue until position is filled. Submit application to:

Chair, Search and Screen Committee, Associate Dean Search  
c/o Office of the Dean – Michael D. Eisner College of Education – ED 3121 California State University, Northridge  
18111 Nordhoff Street  
Northridge, CA 91330-8265

**California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Office of Equity and Diversity at (818) 677-2077.**