



College of Education
Assistant/Associate Dean for Student Affairs

The College of Education at the University of Florida is seeking an Assistant/Associate Dean for Student Affairs (ADSA). The Assistant/Associate Dean provides leadership and vision for the Office of Student Services, with its central mission to provide comprehensive support for all of the college's students. The College seeks a creative individual who will help the college meet and exceeds its strategic goals.

The position is expected to work collaboratively with faculty, staff, and leadership in the college's three Schools as well as with various entities on campus and off campus such as Office Recruitment, Retention, and Multicultural Affairs, Office of the Registrar, the Graduate School, various school district liaisons, and the Florida Department of Education. The Assistant/Associate Dean serves as a member of the College of Education Dean's leadership team, and reports to the Dean.

The ADSA is expected to advance to the overall mission of the college by providing leadership within the domain of student affairs and in other areas as directed by the Dean. Applications and nominations (including self-nominations) are invited for this position.

Primary areas of responsibilities include:

- Leads planning and manages College endeavors related to serving students from recruitment to admissions to graduation to post-graduation support
- Coordinates the activities of the Office of Student Services, including admissions and advising of students admitted to majors and minors the College of Education; advising non-education majors and the public about teacher certification in Florida and options for continued study in the College; degree/graduation certification
- Supports graduate student services in cooperation with academic units
- Promotes diverse perspectives that contributes to the success of the college
- Serves as the UF's educator certification officer
- Assists faculty, school directors and program coordinators with issues related to educator preparation program approval, graduation requirements, and certification issues
- Oversees coordination of selection process for college scholarship recipients in conjunction with the Office of Development and Alumni Affairs
- Serves as the University's student teaching director – oversees placement process for approximately 300 student teachers per year; maintains records for approximately 1100 placements per year (practicum, pre-intern, intern)
- Oversees award of Certificates of Participation (Fee Waivers for directing/cooperating teachers/host counselors and school psychologists) approximately 500 per year
- Supports faculty, school directors and students with study abroad programs and other international opportunities for students
- Oversees various awards, including Undergraduate Teacher of the Year awards process
- Supervises the Director of the Office of Recruitment, Retention and Multicultural Affairs

- Serves as custodian of student records
- Other duties as assigned by the Dean

Required qualifications for the position include:

- Proven track record in providing vision and leadership to academic programs, student services, or similar
- Demonstrated administrative experience
- Evidence of strong interpersonal and communication skills
- Demonstrated organizational, prioritization, and time management skills
- Demonstrated ability to work as part of an leadership team

Preferred Qualifications:

- Actively pursues scholarly interests and experiences in academic and student affairs, to possibly include publishing and presenting research, and securing and managing external grants and contracts
- Tenure/tenure track preferred, but not required
- Rank of Professor preferred, but not required
- Graduate Faculty status preferred, but not required
- Knowledge and experience in educator preparation, broadly defined
- Record of P-12 school experiences

The expected starting date is as soon as possible, but no later than May 15, 2014. The salary for this position is negotiable, and includes an administrative stipend. This is a full-time, 12-month position with an appointment of a 3-year, renewable term.

An applicant must submit a CV and Letter of Application wherein the applicant describes a vision for comprehensive student affairs in the College and articulates three priorities for action. Applications should be submitted electronically to Associate Dean Tom Dana by January 6, 2014. Inquiries regarding this position may be directed to Tom Dana or Thomasenia Adams.

The University of Florida is an Equal Opportunity Institution. The selection process will be conducted in accordance with the provisions of Florida's "Governance in the Sunshine" and Public Records laws. Search Committee meetings and interviews will be open to the public, and all applications, resumes, and other documents related to the search will be available for public inspection.