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## Job Posting

**Job Title:** Associate Dean of Undergraduate Studies (Administrator III)  
**Job ID:** 104730  
**Location:** Sonoma State University (Rohnert Park, CA)  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

### Department Name

Office of Academic Programs

### Salary and Benefits

The salary for this position will depend on qualifications and experience.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking the [View Benefits Summary link](#) or by request from SSU Human Resources.

### Application Deadline

This position is open until filled. For full consideration, please submit application, along with cover letter and resume, by 8 am on January 15, 2019. Please refer to the Application Process section of this posting for additional details.

### Conditions of Employment

This position is a member of the Management Personnel Plan and serves at the pleasure of the President.

### Responsibilities

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Reporting to the Senior Associate Vice President of Academic Programs, the Associate Dean of Undergraduate Studies provides management and guidance within the Office of Academic Programs. The incumbent is responsible for administering and providing strategic leadership oversight and direction for curriculum and program development and program management within the Office of Academic Programs in the Provost's Office. The incumbent serves as the administrative lead for a variety of academic programs including, but not limited to, the university's general education program (the Seawolf Experience), First-Year Student Learning Communities, Sophomore Year Experiences, and the programs and courses in University Studies and Interdisciplinary Studies. This position promotes High-Impact Practices and integrative and interdisciplinary learning, working with administrators, faculty, and staff in Academic Affairs and Student Affairs, and is responsible for overseeing the institution's general education curriculum and working collaboratively with faculty, students, and staff to ensure the quality of the courses and curriculum. In addition, this position works with campus partners to provide guidance and direction for the scheduling of general

education and University Studies courses, ensuring timely graduation of all undergraduates. In addition, the incumbent supervises staff and provides oversight and coordination for curriculum development/change processes and the degree audit and degree planning responsibilities managed in the Office of Academic Programs.

Major duties of the position include, but are not limited to, the following in support of the Office of Academic Programs:

- Promotes High-Impact Practices, integrative teaching and learning, interdisciplinary teaching and learning and other higher education best practices, including those that close the equity and achievement gaps for first-generation, low-income, under-represented populations;
- Manages the academic curriculum for Summer Bridge in collaboration with schools and faculty, and appropriate staff in the Division of Student Affairs.
- Provides direction and guidance to faculty on the development and implementation of new course proposals, concentrations, minors, degrees, etc. and promotes the approval process at the campus level, assisting with approvals at the Chancellor's Office and the WASC Senior College and University Commission (WSCUC), as appropriate. The incumbent ensures course and curriculum changes are ready for the approval process, supervising the work of the curriculum management team and preparing proposals for approval through governance committees.
- Directly oversees and manages processes related to the campus catalog, degree audit, and curriculum systems, including implementation and maintenance of relevant software; regular analysis and revision of policies, processes, and procedures to ensure student success and timely graduation.
- Oversees and manages the implementation of the campus' general education program, ensuring the quality of the courses and curriculum through the development of a new course approval process and recertification of existing courses to meet new general education and institutional learning outcomes.
- Provides leadership oversight for enrollment management and scheduling, particularly vis-à-vis general education, University Studies, block scheduling, and other initiatives that help ensure timely graduation of all undergraduates.
- Provides leadership oversight for University Studies, first and second year student learning communities, and other integrated, interdisciplinary year-long course sequences.
- Works with SSU's Faculty Center to offer appropriate faculty development, including managing and supporting faculty learning communities associated with curriculum development and assessment.
- Provides academic leadership oversight for SSU's active commitment to undergraduate equity and inclusion initiatives and supporting a diverse student population at a Hispanic-Serving Institution.
- Working with key stakeholders and other academic leaders, leads institutional efforts to promote best practices in general education curriculum development, student success, High-Impact Practices, and interdisciplinary and integrative teaching and learning.

Performs other secondary duties as assigned.

Duties will primarily take place in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Your specific start time is determined by your Appropriate Administrator. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to trainings and meetings off campus.

### **Qualifications**

This position requires a doctoral degree in a discipline represented at SSU, along with a minimum of three (3) years of successful higher education administrative experience. The incumbent must possess a demonstrated record of successful teaching in service for a diverse student population and demonstrated experience with academic planning, program development, scheduling, and assessment required. Record of successful leadership and management in a shared governance environment required. The incumbent must demonstrate a strong commitment to creating an equity-focused, inclusive, student-centered culture that is

committed to improving retention and graduation rates in keeping with Sonoma State's commitment to the system's graduation initiative. The incumbent must possess a strong working knowledge of standard office software including Microsoft Office Suite. Knowledge of student information systems (i.e. PeopleSoft, EAB) preferred. Experience with curricular redesign and implementation preferred.

The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

### **Qualification Note**

Evidence of degree(s) or certificate(s) and/or license(s) required at time of hire.

### **Application Process**

Click the "Apply Now" to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.

Qualified candidates must submit the following to be considered:

1. Cover Letter and Resume - application system only allows one document to be uploaded, so cover letter and resume must be included in the same MS Word or PDF file (file name should not contain any spaces or special characters)

*In your cover letter please discuss your experience with curriculum approval processes for both general education and academic program approval.*

2. Online Employment Application (complete entire application, resume/cover letter will not substitute for any part of the application)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

### **Other Information**

Equal Employment Opportunity: The University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

## **About Sonoma State University**

Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 10,000 students and 530 full-time and part-time faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at [www.sonoma.edu/ps/about/jeanneclery.html](http://www.sonoma.edu/ps/about/jeanneclery.html); Annual Campus Housing Fire Safety Report is available at [www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html](http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html).

## **Contact Information**

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