Half-time Associate Dean
Graduate School
University of South Carolina

Responsibilities:
The Graduate School seeks a .50 FTE Associate Dean responsible for professional affairs, career planning, and faculty and staff development to begin July 1, 2016, on an initial three year contract. Reporting to the Senior Associate Dean, this new position will help design and execute programs and services that contribute to the professional and career development of USC’s 6,500 graduate students (initially focusing on USC’s 300 doctoral students in the humanities), as well as the faculty and staff with whom they work. The successful candidate will be a diplomatic problem solver with a proven track record in program development, delivery, and refinement. For current USC faculty members, this position will include a two course buyout and a summer supplement.

- Liaise with Career Center, Alumni Affairs, graduate program directors, and others across campus and community to improve outcomes (reduce time to degree, increase degree completion rates, and enhance career attainment in a broad range of appropriate placements) for USC graduate students
- Oversee development of IMPACT, a wide-entry career development program, including recruiting students and presenters, facilitating program delivery, and evaluating outcomes
- Support Bridge Humanities Corps participants as they complete doctoral degrees, transition to Post Docs, and to life beyond USC
- Organize Faculty Development programming, including speakers’ series and Summer Bootcamp/Academic Program Redesign facilitation
- Use CRM to create and maintain database of student and alumni information
- Develop and implement mentoring programs
- Evaluate campus policies and benchmark relevant practices at peer and aspirant institutions. Work with Graduate School leaders and Graduate Council to change policies, as needed
- Supervise graduate assistant and work with others from the Graduate School

Qualifications:
The successful candidate will have a terminal degree, preferably a Ph.D., and at least four years of experience in student services, career and professional development, graduate education, or a related field and be passionate about advanced humanities training and the role of humanities scholars in a democracy. Initiative, strong leadership skills, and the ability to build and maintain relationships are a must, as is demonstrated ability to identify, design, and implement targeted retention and development programs to a diverse group of students and implement data collection to support this work. S/he must be able to foster constructive dialogue with groups across campus, build trust, establish ongoing communication, and work collaboratively to ensure access and academic success and achievement for students from various backgrounds.

Required:
- Terminal degree (PhD preferred). Applicants must be eligible for a faculty appointment
- Four or more years’ increasingly responsible professional experience
• Excellent oral and written communication skills
• Verifiable experience collaborating with a range of partners/stakeholders (e.g., faculty development, community engagement, internship placements, career counseling)
• Familiarity with data analysis (e.g., benchmarking, CRM experience, advising for student success, institutional research)
• Outstanding interpersonal skills and experience managing up and down

Preferred:
• Demonstrated understanding of changing landscape of employment opportunities for master’s and doctoral students in the Southeast and beyond
• Documented success in enhancing and expanding professional opportunities (including employment) for graduate students
• PhD in the humanities, or PhD with extensive humanities collaboration
• Record of innovation in humanities education or humanities programming/deliverables

Applications and Nominations:
The Search Committee invites letters of nomination and applications (with a letter of interest, curriculum vitae, and contact information for at least three professional references), for review that will begin April 4, 2016.

Please forward materials electronically to Sarah Livingston: livings@mailbox.sc.edu.