

# Job Description

**Job Title:** Dean, Michael D. Eisner College of Education

**Job ID:** 7320

**Location:**

**Full/Part Time:** Full-Time

**Job Code:** 3300 Administrator IV

**Job Grade:** Range A

**Department:** Education/Dean's Office-8265

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## CSUN's Commitment to You

CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN actively encourages qualified candidates to apply who demonstrate a commitment to serving a diverse student population as well as a commitment to maintaining a respectful and inclusive work environment.

## About the University

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of students who are Deaf and hard-of-hearing of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

## About the College

The Michael D. Eisner College of Education, the largest public college of education in California, is comprised of six departments, 27 credential programs, seven master's degrees, and one doctoral degree. The Department of Deaf Studies serves undergraduate students and is the largest department of deaf studies on the west coast. The departments of Elementary, Secondary, and Special Education offer blended subject matter credential programs for undergraduates as well as post baccalaureate credential pathways and master's programs. The Educational Leadership and Policy Studies Department offers an administrative credential and master's and a doctorate in Educational Leadership. The Educational Psychology and Counseling Department offers master's degrees in counseling, educational psychology and is unique in offering a Marriage and Family Therapy MS. Among the 11 centers and institutes in the college are the Center for Teaching and Learning (CTL) and Teaching, Learning, and Counseling Consortium (TLCC). The TLCC offers:

- Parent training
- Literacy intervention for K-12 students
- Counseling services for families
- Affordable psycho-educational assessment services

The College's programs and centers reflect its core values: achieving academic excellence, using

evidence in making educational decisions, fostering ethical practice, developing collaborative partnerships, respecting diversity, and promoting creative and reflective practice. These values are also reflected in partnerships such as the Northridge Academy High School and the CHIME Institute that includes charter schools and an early intervention preschool. Graduates of the College's credential programs have earned local, state, and national recognition such as the Presidential Award for Excellence in Mathematics and Science Teaching, National Teacher of the Year, and California Teacher of the Year. Much of the excellence is achieved through a consistent focus on applied research, a collaborative and exemplary faculty, and as a result the College has regularly been one of the top two colleges in research grant awards at California State University, Northridge.

### **Responsibilities**

As a member of the university's senior academic team, the Dean is the chief administrator of the college. The Dean reports to the Provost and Vice President for Academic Affairs and oversees departments, programs, and centers in the college. The Dean has primary responsibility for planning, developing, and administering college instructional programs; creating and sustaining an environment supportive of teaching, research, scholarship, and academic excellence; developing and promoting long-range goals for the college; providing oversight of 11 centers under the auspices of the college; managing relations with accrediting agencies; planning and administering the college annual budget; implementing and interpreting university and State policies; making independent recommendations on all college personnel matters; and recommending appointment of Department Chairs and supervising and evaluating their administrative functions. The Dean plays a major role in developing productive external relations with organizations, individuals, community, government, accrediting agencies, and professional groups, as well as state and federal education entities and local and regional K-12 school districts, including the second largest urban school district in the nation. The Dean supervises a staff of professional, technical, and clerical personnel and is responsible for advancement activities and fundraising to support the mission of the college; and facilitating faculty roles in seeking grants, contracts, and other external resources. The Dean has responsibility for providing effective leadership to the increasing ethnic diversity and international character of the college. The Dean represents the college within the university and community, and performs other duties as assigned by the Provost and Vice President for Academic Affairs.

### **Qualifications**

Required qualifications include earned doctorate in education or related discipline from an accredited institution; qualification for a faculty appointment at the rank of Professor within one of the departments of the college; a strong record of scholarly/creative and professional accomplishment; demonstrated excellence in university teaching; at least five years of administrative executive management or organizational administrative leadership, preferably in higher education, including resource management, fundraising, and academic personnel decision making; a record of increasingly challenging assignments working with other segments in education; and ability to function in a collective bargaining environment. Proven ability to work collaboratively with students, faculty, university administrators, alumni, and community leaders required. The ability to promote interprofessional collaboration across individuals from various departments, disciplines, and professional areas required. A clear strategic vision is necessary, as is a record of effective and innovative leadership in advancement, grants, and contracts. The ability to build partnerships with government and community agencies and public school districts is also required. Must have a demonstrated ability to provide effective leadership in responding to the increasingly diverse array of students and colleagues, and a demonstrated commitment to promoting equity, access, and inclusion in the college and the university. Must have successful experience with accreditation procedures and processes; and demonstrated leadership in program development that can be traditional as well as off-site, virtual, and/or partnered with other entities. Substantial knowledge and/or experience in outcomes-based assessment and program evaluation, particularly as it relates to K-12 pupil achievement or assessing K-12 teacher effectiveness required.

### **Pay, Benefits, & Work Schedule**

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.

### **How To Apply**

Candidates should apply by completing the CSUN on-line application utilizing <http://bit.ly/HRCSUN> link and must attach a cover letter that addresses the qualifications above and a current resume, including

names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Review of applications begins February 7, 2018 and continues until position is filled.

For more detailed information on the application and hiring process, please visit the link below:  
[www.csun.edu/careers](http://www.csun.edu/careers)

**Equal Employment Opportunity**

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider 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. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

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