

Assistant Dean of Graduate Studies and Continuing Education

Lebanon Valley College

Lebanon Valley College invites applications for an Assistant Dean of Graduate Studies and Continuing Education. LVC is a private, residential, coeducational liberal arts college with 1,600 full-time students and 586 part-time undergraduate and graduate students with a tradition of excellence in teaching. Located in south central Pennsylvania, the College is within a two-hour drive of Philadelphia, Baltimore, and Washington, D.C. Consistently placed in the top tier of comparable institutions in the region, LVC is also ranked in the top three schools in the north in *U.S. News & World Report's* 2009 list of "Great Schools at Great Prices." The College was also recently recognized by *The Chronicle of Higher Education* as one the "2009 Great Colleges to Work For." LVC has enjoyed and benefited from a period of sustained growth including student enrollment and extensive new construction and renovation to existing facilities.

The Office of Graduate Studies and Continuing Education serves 165 undergraduate, 181 MBA, 109 MME, and 131 MSE students.

The position reports directly to the Vice President for Academic Affairs and Dean of the Faculty. The Assistant Dean will provide vision, results-oriented leadership to achieve enrollment growth in undergraduate and graduate programs for part-time students by initiating innovative program designs and expanding geographic reach. Responsibilities will include oversight of the MBA, MME and MSE graduate programs, all undergraduate programs in continuing education as well as the Community Music Institute, Youth Scholars Institute, Summer Music Camp and other non-credit programs. Future initiatives may include building additional programs (i.e., certifications and customized training) within the business and education sector. Individuals having knowledge and expertise with on-line modes of course delivery will be strongly considered.

The successful candidate will have the following qualifications: a Masters degree; a minimum of five years administrative experience in a higher education or non-profit setting; demonstrated experience in achieving enrollment and net revenue objectives; ability to lead and inspire staff; strong project management skills; capacity to be innovative and forward thinking; ability to interpret and utilize data for decision-making; excellent communication skills; the ability to work effectively with students and colleagues, and the appreciation for the mission of a liberal arts college.

E-mail letter of interest, resume, and the contact information for three professional references to work@lvc.edu by March 31, 2010.