The Parker College of Business invites applications and nominations for the position of Associate Dean for Student and External Affairs. This position is open to any faculty members in the Parker College of Business. The home campus for this position will be the Statesboro campus.

Position Description. The Associate Dean for Student and External Affairs reports to the Dean and is the primary point of contact for undergraduate student-related services. As such she or he will support and coordinate among the programs delivering the BBA degree. She or he will also support and coordinate efforts designed to connect the Parker College, its programs and students, to professional development opportunities and the business community. Overall, the Associate Dean will work to enhance the recognition, reputation, and ranking of the College, its students, and programs.

The roles and responsibilities of the Associate Dean will include those listed below, as well as others not specifically listed but necessary on occasion to address the needs of the faculty, staff, and students and to further the interests of the Parker College and the University.

1. Oversee & Direct Student Services Center and student outreach
   a. Liaise with the University as point of contact for all student issues
   b. Coordinate between Student Services Center and Departments / majors
   c. Liaise with student organizations
   d. Review and approve transient credit, exceptions, and student issues
   e. Oversee and coordinate Parker College SOAR program(s)
   f. Attend Open Houses / Liaise with Admissions Office
   g. Direct College recruiting and student experience efforts
   h. Respond to student issues / concerns after other avenues have been exhausted

2. Oversee & Direct Employer Relations & Outreach
   a. Liaise with University Career Services
   b. Oversee First Destination Survey participation, tracking, and reporting
   c. Oversee College Internships, placement, tracking, and reporting
   d. Oversee support programs on employer relations and outreach
   e. Conduct annual review of Director of Experiential Learning & Student Engagement

3. Lead & Coordinate AACSB & SACS Accreditation Efforts
   a. Collect data, maintain files, create working copies of tables
   b. Oversee completion of all questionnaires
   c. Collect and maintain files of faculty CVs, reconcile with FQ sheets
   d. Maintain records of standing committees
   e. Liaise with University on SACSCOC matters
   f. Develop and draft AACSB reports, supervise other accreditation functions

4. Oversee & Coordinate Undergraduate Curriculum & AOL Program(s)
   a. Ex officio member of UCC, and other committees as needed
   b. Liaise with UCC and academic departments / programs
c. Liaise with University on undergraduate curriculum issues
d. Oversee undergraduate catalogue updates
e. Liaise with departmental / programmatic AoL programs
f. Oversee report and record maintenance of AoL efforts

5. Oversee Student Scholarships
   a. Liaise with departments, GaSoU Foundation, events coordinator
   b. Oversee scholarship selection committee(s) / program(s)
   c. Liaise with University on Scholar’s Showcase and Scholar’s Day

6. General Support of College & Faculty
   a. Various special projects at the request of the Dean
   b. Attend College & University events as needed
   c. Complete various surveys (e.g., AACSB, USNews, Business Week)

The position is a 12-month, appointment, and the salary is competitive and commensurate with qualifications and experience.

Required Qualifications:
• Earned terminal degree in a business-related field by July 1, 2020
• Must be a tenured associate or full professor in the Parker College of Business
• Willingness to engage with institutional student success initiatives
• Commitment to engaging with best practice initiatives in instruction and pedagogy, mentoring, and curriculum design and development
• Must be authorized to work in the United States for the duration of employment without assistance from the institution

Screening of applications begins April 15, 2020, and continues until the position is filled. The preferred position starting date is July 1, 2020. A complete application consists of a letter addressing the qualifications cited above; a curriculum vitae; and the names, addresses, telephone numbers, and email addresses of at least three professional references. Other documentation may be requested. Only complete applications submitted electronically will be considered. Finalists will be required to submit to a background investigation. Applications and nominations should be sent to:
   Rand Ressler, Search Chair, Search #42027
   Georgia Southern University
   Electronic mail: rressler@georgiasouthern.edu
   Telephone: 912-478-0086

More information about the institution is available through http://www.georgiasouthern.edu or https://www.georgiasouthern.edu/parker. Georgia Southern University seeks to recruit individuals who are committed to working in diverse academic and professional communities and who are committed to excellence in teaching, scholarship, and professional service within the University and beyond. The names of applicants and nominees, vitae, and other non-evaluative information may be subject to public inspection under the Georgia Open Records Act. Georgia Southern University is an Affirmative Action, Equal Opportunity institution. Individuals who need reasonable accommodations under the ADA to participate in the search process should contact the Vice Provost.