Assistant Dean of Undergraduate Studies and Director of University College (ADUS/DUC)

Justification

Primary purpose of the division, department, or center

Undergraduate Studies works with various units on campus to enhance the undergraduate educational experience along with providing opportunities and support for undergraduate scholarship both inside and outside the classroom. Officers supported by Undergraduate Studies work at the transition from the high school to college experience, provide a broad-based general education program extending throughout a student's time at UNCW, provide targeted support for applied learning opportunities and enhancement of the undergraduate experience, and promote local teaching practices. The Office of the Associate Vice Chancellor or Dean of Undergraduate Studies supports University Studies, General Education Assessment, ETIEAL (Expanding Transformative Education through Applied Learning), Honors Scholars College, CUSRF (Center for the Support of Undergraduate Research & Fellowship) by University College, Undergraduate Catalogue

University College provides academic advising for all incoming freshmen and transfers students until they have become eligible to declare a major. University College is also responsible for the development and implementation of co-curricular programs that support student's successful transition to college and academic retention. Students are advised by professional advisors of faculty drawn from the College of Arts and Sciences, College of Health and Human Services, Cameron School of Business and the Watson College of Education. University College advisors are actively engaged in helping students' reach their academic goals by encouraging exploration of academic disciplines, utilizing the campus resources available to support their development, developing an understanding of academic requirements and standards and providing career exploration. The University College staff works collaboratively and proactively with all resource staff throughout the University to enhance the effectiveness of student intervention strategies that increase student learning and success.

Brief Summary of Work for this Position:

The ADUS/DUC is responsible for running university wide student success committees, coordinating the Advising Council, heading any task force needed relating to student retention, heading the Stop Out Prevention Initiative, and working to improve retention and advising across all schools and colleges along with all projects the Dean of Undergraduate Studies assigns. All initiatives are responsive to the student success priorities in the strategic plan. The position also includes making sure that all goals the Dean of Undergraduate Studies has given have been met along with meeting the goals in the strategic plan. The Assistant Dean of Undergraduate Studies and Director of University College (ADUS/DUC) is also responsible for the daily oversight and management of University College, in partnership with the UC Associate Director, who reports to the Provost. The ADUS/DUC is expected to ensure that staff programs and services are effective in assisting students in their transition to college, andco-accrual students to identify and declare appropriate majors, promote personal responsibility, and assist students in their engagement into the life of the university community. The ADUS/DUC oversees the development and implementation of policies that guide the work of University College, oversees the advising processes for approximately 4000 students annually, and provides direction, planning, implementation and assessment of "First Year Experience" co-curricular programs (learning communities, Pre-Professional Programs, EXCEL, Synergy, and Transfer Programs). The ADUS/DUC works in collaboration with the Dean of Undergraduate Programs in the development and implementation of curriculums for the First Year Seminar courses. The ADUS/DUC is also responsible for maintaining a defined responsibility for providing support and guidance for Athletic Student Support Services.

Detailed Job Description

The ADUS/DUC is responsible for running university wide student success committees, coordinating the Advising Council, heading any task force needed relating to student retention, heading the stop out prevention Initiative, and working to improve retention and advising across all schools and colleges along with all projects the Dean of Undergraduate Studies assigns. All initiatives are responsive to student success priorities in the strategic plan. The position also includes making sure that all goals the Dean of Undergraduate Studies has given have been met along with meeting the goals in the strategic plan. This position also includes the role of the University College and ensures all the departmental goals/ learning outcomes are met and/or exceeded. The ADUS/DUC duties and responsibilities include:

- Collaborates with the ADUS/DUC and other units across campus and at system level and within UGSS on setting and achieving strategic goals.
- Works with the ADUS/DUC in developing and supporting student success initiatives around retention, persistence and other measures at all academic levels.
- Works across colleges and schools in developing/germinating advising practices and systems.
- Develops, implements, and monitors student success initiatives for academic advising, the "First Year Experience" co-curricular program and First Year seminar courses.
- Mentors academic advising services for 4000 students during an annual academic calendar.
- Coordinates and develop and present educational presentations for new student and parent Orientation that clarify articulate UNCW's commitment to success, the role of UC in their success and the wide array of support services offered at UNCW.
- Mentors academic progress and engagement processes of all students who have not yet declared a major at UNCW.
- Leads university college in establishing future goals, initiatives and action plans.
- Maintains an established relationship with the Department of Athletics and the director of the SASS unit to ensure institutional progress goals are attained and athletic students are well advised.
- Provides ongoing intervention programs and services such as academic counseling, research, internships, and academic mentoring.
- Oversees the department of student success technology office (SSTIO) member and provide strategic direction for that platform at UNCW in relation to broaden student success priorities.
- Manages and coordinate conflict resolution processes involving staff, parent and student issues.
- Research, hire and evaluate all professional and faculty advisors.
- Develop and present professional development and training for all UC and part-time faculty academic advisors.
- Maintain communications with all academic departments regarding requirements and important information for students regarding university studies in the development of specific majors.
- Oversees the future expansion of learning communities.
- Coordinates with the Office of Transfer Programs to ensure all student success initiatives are implemented as necessary for success.
- Oversees the coordination of the "First Year Seminar" Community Learning Community, EXCEL, Pre-Professional Programs, FYSA and Synergy.
- Implements assessment practices and procedures.
- Manages, with the associate director, the University College budget.

Explain the variety and purpose of internal and external working relationships.

The ADUS/DUC is responsible for 23 professional advisors, including the coordinators and an associate director of the UC, 18 part-time faculty advisors, 90-95 First Year Seminar instructors, 1 office manager, 2 administrative associates, and a student success system manager.

The ADUS/DUC reports to the Dean of Undergraduate Studies and has a dotted line to the Associate Provost for Enrollment Management. As the ADUS/DUC works with the Enrollment Management team and all other units across campus, the working relationships include direct on the development of programs and services that increase student success, retention and graduation performance measures throughout the institution, and task forces in a collaborative effort to advance the strategic goals of the university. Undergraduate Studies and University College. The ADUS/DUC coordinates work of the Advising Council, as well as relevant committees and task forces related to advising and retention. The ADUS/DUC oversees the collaboration of UC staff and resources with the Director of University Studies on matters of shared concern. The ADUS/DUC also works closely with the Academic Deans and Associate Deans, department chairs, faculty, and directors of departments throughout the College of Academic and Student Affairs. In addition, the ADUS/DUC is expected to serve as an advocate for students by utilizing their role within university-wide committees and task forces. Given the scope of the ADUS/DUC role and mission of University College, it is imperative that this position develop and maintain positive working relationships with key university units such as University College, Undergraduate Studies, University College, Student Affairs, IT Services, Academic Affairs, and Information Technology Services.

Minimum Requirements

A terminal degree is required with a minimum of seven years of management experience working in a university setting at a professional level with direct experience in staff development and supervision and significant engagement with undergraduate students. This position requires an individual with proven experience in working with deans, department chairs, faculty and student affairs professional staff in developing collaborative working relationships. Position also requires excellent interpersonal and organizational skills with a demonstrated working knowledge of student development theory in practice.

List the knowledge, skills, and abilities that are essential to performing the duties of this position.

The ADUS/DUC must have the knowledge, skills and the ability to run university wide student success committees, coordinate the Advising Council, head any task force needed relating to student.

https://jobs.unCW.edu/hr/position_descriptions/2794/print_preview

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University of North Carolina Wilmington

Position Description

Title: Assistant VC & Dean, Undergraduate Studies

Description:

The University of North Carolina Wilmington, the state's coastal university, is dedicated to learning through the integration of teaching and mentoring with research and service. A public institution with over 15,000 students, the university is known for its superb faculty and staff and powerful academic experience. With an array of high-quality programs at the baccalaureate and master's levels, and doctoral programs in marine biology, educational leadership, psychology, and nursing practice, UNCW is consistently recognized at a national level for academic excellence and affordability by publications like U.S. News & World Report, Kiplinger's Personal Finances, and The Business Journals. UNCW also recently earned the 2018 Community Engagement Classification from the Carnegie Foundation for the Advancement of Teaching, bestowed to higher education institutions dedicated to community involvement.

Responsibilities:

- Oversee the entire student success portfolio within the strategic plan. Ensure all goals are met and maintain a consistent plan to ensure the success of all students.
- Serve as the primary contact for academic advising for all undergraduate and graduate students.
- Oversee the curriculum and academic programs to ensure they meet the needs of students and the university.
- Collaborate with the AV/CU to ensure the academic success of all students.

Preferred Qualifications:

- A Doctorate degree is preferred. Preference will be given to candidates who have a Ph.D. in an academic discipline.
- At least five (5) years of academic advising experience in an increasingly diverse student body.
- Experience in student success and academic affairs.
- Experience in leadership and management.

Preferred School(s):

- Higher Education
- Counseling
- Student Affairs

The ability to perform the essential functions of the position requires:

- A Ph.D. in an academic discipline.
- At least five (5) years of academic advising experience in an increasingly diverse student body.
- Experience in student success and academic affairs.
- Experience in leadership and management.

The University of North Carolina Wilmington offers a competitive salary and benefit package. Please visit our website at www.uncw.edu for more information.

https://jobs.uncw.edu/hr/position_descriptions/2794/print_preview

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Applicant Documents

Required Documents
None

Optional Documents
None

Trainings and Access

Training
Please select all trainings that are relevant to this position. Use the text box below to add any additional specific position training needed. All employees will be signed up for mandatory trainings.
Visit the Staff Training and Professional Development Website for additional details:
http://www.uncw.edu/hr/teaching/2252.html

UNCWIT Training: (Check all that apply.)
SharePoint (Web, SkillPort)

UNCW Systems/Program Training: (Check all that apply.)
AM - Asset Inventory Management (Web), Banner (SkillPort, in Person Trainings), Travel Processing (Web), PACS Card Training - Purchasing Administration, SSRS - Banner Reporting Services Web Reports (Web), U-Shop - E-Procurement System (Web), PeopleAdmin

Recruitment Training: (Check all that PeopleAdmin (Web) apply.)
Safety Training: (Check all that apply.)

Supervisory Training: (Check all that apply.)

Other Training: Please list specific training in the text box provided.

Access
Please select all access needed for this position. Use the text box below to add any additional specific position access not listed.

Access: (Check all that apply.)
Banner - Finance, Banner - HR, Banner - Student, Building Access, Department SharePoint, Network Copier/Printing Access, PACS Card, PeopleAdmin, SSRS Reporting, Budget, SSRS Reports - Financial, SSRS Reports - HR

Other Access Needed: Please list specific access in the text box provided.

Employee

This position description is vacant.

Position Documents

1. Organizational Chart (PDF)  149 KB

UC Org Chart