

# DEAN, SCHOOL OF BUSINESS & NONPROFIT MANAGEMENT

Department: School of Business and Nonprofit Management (SBNM)

Reports To: The Dean reports directly to the Provost of the university; supervises the Director of Operations, Axelson Center Director, and all program staff; works with and is responsible for evaluating full-time faculty and part-time instructors who teach in the School of Business and Nonprofit Management.

Position Summary: The Dean manages program aspects of the School of Business and Nonprofit Management and Axelson Center for Nonprofit Management in cooperation with department heads and administrative office directors, and serves on the Academic, and Dean's Councils. The Dean will collaboratively set the vision, develop a strategic plan, and implement them in a manner consistent with North Park's distinctive position as a Christian, city-centered, intercultural university of uncommon character and enduring excellence, where faith, learning, and service meet.

## Expectations of the Dean:

1. Personal philosophy consistent with the University.
2. More than 10 years of professional experience in increasingly responsible, diverse, and complex business/academic management environments.
3. An understanding of the nature of business education and the needs/aspirations of SBNM students, alumni, and employers.
4. The credibility, leadership, and energetic personality to successfully engage, influence, and leverage a broad range of internal and external stakeholders, specifically to advance curriculum changes, resource needs, fundraising, and employment opportunities for students.
5. Management of people and programs in industry are relevant; as are roles as a department chair, program director, dean, or other administrator in academia.
6. Prior experience with acquiring incremental resources (financial and human capital) and fundraising.
7. Evidence of creating systematic and efficient processes, optimizing resources, and deploying technology to create streamlined operations and flexibility in service for faculty, staff, and students.
8. Understanding of online and blended degree programs.
9. Management style that is participative and consensus building, yet decisive and sets high expectations and accountability.
10. Self-starter with a high energy level and proactive approach.
11. Visionary leader who gives clear direction, treats others fairly and is diversity sensitive.
12. Viewed by others as a good listener, mentor, and team builder who is able to model positive mutual resolution of conflict.
13. Evidence of scholarly contribution (publications, research, seminars, presentations).
14. Membership and participation in organizations consistent with professional responsibilities.

## Essential Responsibilities

1. Establish vision and strategy for the next phase of SBNM's activities and be responsible for a variety of strategy-setting, academic, fiscal, personnel, community, fundraising, and campus-wide efforts.

2. Oversee an expense budget of approximately \$2M and 20 direct reports of faculty and staff of the School of Business and Nonprofit Management and Axelson Center for Nonprofit Management.
3. Evaluate and rationalize SBNM academic programs to align to market needs and NPU distinctives.
4. Strengthen SBNM recruiting efforts to attract quality and committed students to undergraduate and graduate programs.
5. Raise the external profile of the SBNM to drive student employment and fundraising opportunities.
6. Recruit outstanding faculty and administrators and oversee their evaluation and professional development.
7. Collaborate with the other faculties, Deans, and the Provost.
8. Supervise the evaluation of the curriculum and instruction, assuring quality control for each.
9. Oversee the preparation of annual course offerings for the main campus, Grayslake campus, and online offerings.
10. Work with university marketing to produce a marketing strategy and corresponding advertising that attracts and retains highly qualified undergraduate, graduate, and certificate-seeking students.
11. Prepare monthly and annual reports for the Provost measuring progress on objectives including student outcomes, admissions, and budgets.
12. Represent the SBNM to campus, community, and global constituents.

Essential Qualifications:

- Appreciation for, commitment to, and ability to effectively articulate North Park University's mission and philosophy of Christian higher education.
- Undergraduate and graduate education in a business discipline, or a related area; a Master's degree in a relevant discipline is required.
- A terminal degree (PhD, DBA, EdD, or JD) is strongly preferred.
- Strategic thinker and visionary leader willing to take calculated risks,
- Change agent able to align priorities and bring the SBNM team to the next horizon.
- Exceptional communicator and collaborator with a high level of cultural competency.
- Comfort working in diverse settings, including globally.
- Student-centric in matters academic, professional, and personal.

Effective Date: July 2018

To Apply:

Candidate applications should include and will only be considered if the following items are submitted:

- A resume, maximum of 3 pages (an academic Curriculum Vitae should not be submitted)
- A letter of interest, maximum 3 pages, specifically addressing qualifications and experiences related to the specified Challenges and Opportunities
- A statement of faith, maximum 1 page, discussing integration with your leadership and academic philosophies

*Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*

