Westminster College of the Arts of Rider University
ASSOCIATE DEAN – School of Fine and Performing Arts

Westminster College of the Arts (WCA) of Rider University seeks applicants for the position of Associate Dean of its School of Fine and Performing Arts (SFPA). We seek a highly qualified and experienced academic leader with a strong background in one of the disciplines of the School. This is a 12-month administrative appointment beginning July 1, 2019 on the University’s Lawrenceville campus. The successful candidate will report to the WCA Dean and support the WCA Dean’s Office as a member of the Dean's executive team. Daily responsibilities are exclusive to the Lawrenceville campus, where direct reports include two department chairs and various staff members. The Associate Dean works closely with the Dean in implementing University, College, and School initiatives by means of interaction with faculty and through the academic governance procedures mandated by the Collective Bargaining Agreement between Rider University and the Rider University Chapter of the American Association of University Professors (AAUP).

The successful candidate must have an established record of success as an administrator, preferably in higher education. Experience and success as an educator or performer is a strong plus. Applicants should possess an appropriate terminal degree (e.g., Ph.D., M.F.A., D.M.A.) in a field of study offered by the School or substantial professional qualifications. Candidates with experience working and teaching in culturally diverse environments are desired and welcomed.

The successful candidate will help administer the full range of programs offered within the SFPA and will be singularly focused on the managed growth and visibility of the School. Therefore, the ideal candidate will have a broad and comprehensive understanding in, and experience working with, multiple arts disciplines. The ideal candidate will provide a breadth of leadership skills to oversee the creation, implementation and operation of extant, new, and envisioned programs for the SFPA. Under the direction of the WCA Dean, the SFPA Associate Dean will complete various administrative functions, including:

- Efficiently and effectively supervise the day-to-day operation of the School; supervise the work of students, department chairs, faculty, and staff; lead continued development and implementation of the School’s strategic plan.
- Coordinate and support the work of two dynamic, multi-disciplinary, and growing departments.
- Oversee curricular programs and corresponding workload assignments.
- Oversee development of and monitor school, department, production, and endowment budgets.
- Through the chairs, support and oversee the School’s productions, performances, events, and activities and any other items that are a part of the performance calendar.
- Oversee searches, promotion and tenure processes, and general faculty matters.
- Lead SFPA into a future that is increasingly diverse in its student, faculty, and staff populations.
- Coordinate SFPA participation in Admissions/Recruiting, Open House, Admitted Student Days, Orientation, Fundraising, and other such activities.
- Collaborate with Assistant and Associate Deans from the other colleges on items that include initiatives, interdisciplinary programs, scheduling, and academic policies.
- Create and implement plans for entrepreneurial operations, additional revenue streams, and marketing of these and other programs of the SFPA.
- Provide accurate, timely, and useful information to all constituents.

The successful candidate should be able to demonstrate and provide evidence of administrative abilities appropriate to this position. These include the ability to:

- Work independently and as part of various teams to anticipate, organize, and prioritize work.
Use appropriate organizational and problem-solving skills; exhibit calmness and flexibility; demonstrate good judgment, resolution skills, and strong decision-making.

Maintain a professional demeanor at all times; establish and maintain collaborative and transparent relationships with campus and external communities.

Use strong, clear, and professional verbal, written, and interpersonal skills to foster internal and external relationships and partnerships.

Demonstrate a strong personal integrity and work ethic.

Employ data driven decision-making.

All applicants must complete an online application for position no. 300625 at http://rider.peopleadmin.com/postings/5794. All materials should be uploaded on this site. Complete applications will include a cover letter, current résumé or CV, a list of 3-5 professional references with contact information, a statement of your leadership style and philosophy, and a statement outlining your commitment to diversity, including evidence of experience working with and/or teaching diverse students. Applications will be accepted until the position is filled; however, review of applicant materials will begin on March 25, 2019. The completion of a satisfactory background check is required. Official undergraduate and graduate transcripts will be required later in the search process.

Rider University is a private university with its primary campus located in Lawrenceville, New Jersey. Over 4,000 undergraduate and 950 graduate students are enrolled in 67 undergraduate programs and 35 graduate programs. An increasingly diverse student population includes over 30% from underrepresented populations. Students in the School of Fine and Performing Arts hail from several states and include those of color, several ethnicities, and a few other countries.

There are 248 full-time faculty supporting a student to faculty ratio of 12 to 1. U.S. News & World Report ranks Rider in the top tier of northern regional universities offering master’s degrees. Rider is regionally accredited by the Middle States Commission on Higher Education. To learn more about the School of Fine and Performing Arts, please visit our website at https://www.rider.edu/academics/colleges-schools/westminster-college-of-the-arts/school-of-fine-performing-arts

Rider University is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity and does not discriminate on the basis of age, race, color, religion, national origin, sex, sexual orientation, handicap/disability, Vietnam-era/disabled veteran status, gender identity or expression, or any other non-job related criteria. The Department values diversity among its faculty and is committed to building a culturally diverse intellectual community.