

**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
DIRECTOR OF ACADEMIC PROGRAMS AND STUDENT SERVICES**

Open To: The Public

Location: 39 Woodland Street, Hartford, CT 06105

Hours: 8:00 a.m. – 5:00 p.m.

Salary: Commensurate With Experience

Closing Date: July 3, 2012

General Definition

The Director of Academic Programs and Student Services at the Connecticut State Colleges & Universities (ConnSCU) plays a critical role in a full range of higher education issues impacting academic programs and student services at the seventeen campuses within the jurisdiction of the Board of Regents (BOR). As a key member of the Executive Staff, the Director will report jointly to the Vice President for Connecticut State Universities and the Vice President for Connecticut Community Colleges and assume lead responsibility for developing and advancing the BOR's academic programs and student services agenda. Working in collaboration with ConnSCU campus leadership, the Director will have primary, day-to-day responsibility planning and managing all BOR initiatives in the academic and student services arenas.

Examples of Duties

Develops programs, policies, and initiatives relative to ConnSCU academic programs and student services for consideration by the BOR; evaluates program efficacy through a system of metrics; monitors and reviews academic programs and student services at ConnSCU campuses, and makes recommendations for revisions, as appropriate; collaborates with campus leadership on program implementation and management, including budgetary and financial administration; advances proposals for BOR consideration in the form of written memoranda and oral presentations; prepares associated budget documents in consultation with the ConnSCU Chief Financial Officer; may prepare grant applications; may participate in the drafting and review of proposed legislation and regulations, and policies; conducts related research as needed; may testify before legislative committees; performs related duties as required.

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Qualification:

Knowledge, Skill and Ability:

Considerable knowledge of theory, practice, and trends in higher education relative to academic programs and student services; considerable analytical and performance management skills; considerable quantitative ability, including the capacity to conduct program performance measurement; considerable knowledge of academic pedagogy; considerable knowledge of student codes of conduct and justice administration; considerable ability to develop academic and student program initiatives; working knowledge of relevant state and federal laws, statutes, and regulations; general familiarity with policies and procedures applicable academic programs and student services at public universities and community colleges ; knowledge of legislative processes at the state and federal levels; considerable knowledge of management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills.

Minimum Education, Experience, and Training Required:*

General Experience:

An earned doctorate, plus seven (7) years' experience as an administrator at an institution, system, or agency of higher education with significant exposure to and participation in complex issues pertaining to academic programs and student services.

Special Experience:

Five (5) years of the experience must have been at the level of "Associate Dean" or higher. The term "Associate Dean" will be interpreted to mean the level immediately below the leadership position at a college, school, agency, or organizational unit thereof.

*Education, experience, and training comparable to the requirements set forth herein may be substituted in lieu thereof.

Application Instructions:

Interested candidates should submit a letter of application and resume with details of experience and training, along with names and contact information for three (3) professional references to:

Connecticut State Colleges & Universities
Board of Regents for Higher Education
Steven Weinberger, Vice President for Human Resources
39 Woodland Street
Hartford, CT 06105
Telephone: (860) 493-0252
Fax: (860) 493-0085
Email: weinbergers@ct.edu

Applications must be postmarked no later than the closing date listed above. **All required documents must be submitted to be considered for interview.**

The Board of Regents for Higher Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Board does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Board does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Board's nondiscrimination policies should be directed to Leah Glende, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut, Board of Regents for Higher Education, 61 Woodland Street, Hartford, CT 06105, 860-244- 7794. lglende@commnet.edu.

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