



GRADUATE SCHOOL

Associate Dean & Director, Office of Graduate Admissions

The University of Tennessee, Knoxville, invites applications and nominations for Associate Dean and Director of the Office of Graduate Admissions. The associate dean will primarily provide strategic and operational leadership to the Office of Graduate Admissions. This includes compliance with Graduate School policy and accreditation standards for all functions related to admission of graduate students to the University of Tennessee, Knoxville (excludes College of Law and the College of Veterinary Medicine). This position oversees the development and implementation of innovative and efficient measures for the overall improvement and management of admissions processes resulting in satisfactory experiences for all stakeholders.

Reporting to the vice provost and dean of the Graduate School, the associate dean is a member of the Graduate School leadership team and expected to bring evidence of an exceptional collaborative aptitude within a diverse constituency. It is expected that the associate dean is a strategic thinker who has experience leading, innovating and advocating for constituents. The successful candidate will understand the fundamental importance of relationship building both within the Graduate School and across the university. The associate dean is expected to embody and take ownership of the mission of the Graduate School: a people-centric approach to recruitment, retention, professional development, academic support, diversity, inclusion, and student financial assistance.

Position

Supporting our mission, the associate dean and director oversees four functional areas.

Operations Management

Responsible for strategic vision to set and support the overall goals of the Graduate School admissions team. The associate dean will evaluate processes and identify and implement improvement measures to optimize admissions and enrollment functions. Collaborates across the university with faculty and staff to ensure that students are admitted in a way that aligns with Graduate Catalog admission policies, Office of Graduate Admissions practices, and other university or external policies and practices associated with admitting students.

Staff Supervision

The incumbent will collaborate with the associate director of graduate admissions in all matters pertaining to staff and ensure the associate director can assume responsibilities in absence of the associate dean. The associate dean is expected to foster an environment of professionalism, openness, inclusive excellence, and continuous improvement.

Enrollment Management

The incumbent is expected to possess a fundamental understanding of graduate enrollment management technology and will oversee the development, implementation and dissemination of statistical reporting and enrollment data for diverse stakeholders within the university. The associate dean will work with the vice provost and with college deans to set and achieve strategic enrollment goals.

Graduate School Support

The incumbent will assume responsibilities to support the Graduate School. This includes serving as an ex-officio member of the Graduate Council and representing the Graduate School as needed with internal and external audiences.

Required Qualifications

- master's degree
- a minimum of three years of experience managing operations within a single unit or larger within an organization
- a minimum of three years of experience directly supervising staff members within an organization
- experience working in higher education admissions

Required Knowledge, Skills and Abilities

- knowledge of best practices in recruitment and admission of graduate students
- ability to effectively communicate with diverse audiences verbally and in writing
- demonstrated leadership skills in the areas of organizational management, planning, and initiating change
- evidence of team-building skills
- knowledge of current technologies utilized in admission processes
- demonstrated ability to supervise staff and manage office operations
- demonstrated ability to analyze problems and provide viable resolutions
- evidence of ability to interpret and appropriately apply policy

Preferred Qualifications

- doctoral degree
- a minimum of three years' experience managing technological or functional operations within a graduate admissions unit in a higher education setting

Preferred Knowledge, Skills and Abilities

- demonstrated ability to manage functional and technical operations associated with graduate admissions in a higher education setting
- demonstrated skills in recruiting and enrolling diverse populations of graduate students
- demonstrated ability to analyze existing admission and enrollment data to formulate future strategies

Application Process

Interested parties are encouraged to submit a cover letter, resume/CV and the names and contact information of three (3) professional references through our formal application site by June 13, 2022. Please send inquiries and nominations to Brooke Swart, Executive Recruiter at bswart@utk.edu.

The University and Region

UT is the state's flagship, land-grant university. We are a Research 1 university housing 11 colleges and 900+ programs of study. With an enrollment of over 31,000 students (more than 6000 graduate/professional students), its undergraduate and graduate programs are repeatedly ranked among top national programs. The city of Knoxville is a hidden gem with a beautiful and walkable downtown, a diverse music scene, active neighborhoods, unique restaurants, and a robust offering of outdoor activities. The region also features several cultural institutions including the Beck Culture Center, the Green McAdoo Center and Children Defense Fund's Alex Haley Farm. UT is located within easy driving distance to Asheville, Nashville, Atlanta, and the Great Smoky Mountains; and a day's drive to Memphis, Chicago and Washington D.C. Knoxville and the surrounding counties have a statistical area population of over 850,000 people. The Knoxville region houses many leading corporations including Bush Brothers & Company, Clayton Homes, Discovery Inc., Local Motors, PetSafe/Radio Systems Corporation, Regal Cinemas, Pilot/Flying J, Tennessee Valley Authority, and Oak Ridge National Laboratory.

Everyone Matters. Everyone Belongs. Led by the example of our Chancellor's Cabinet and their Principles for Engagement, the University of Tennessee, Knoxville, builds and supports an inclusive community that provides opportunities to lead, serve and engage as Volunteers and citizens. We strive to create a welcoming community rich with diverse experiences. We seek colleagues who are committed to teamwork and have a passion for working with and

serving all constituents. We especially seek candidates who have an ability to contribute in meaningful ways to the goals of the university.

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status.

Applicants needing reasonable accommodation to participate in the application process or who may need assistance with their application should contact Human Resources at (865) 974-6642.