

INFORMATION FOR CANDIDATES

Make San José State University Your University of Choice



San José State University is seeking applications for:

Associate Dean, Lucas Graduate School of Business

The Position

The Associate Dean of the Donald and Sally Lucas Graduate School of Business reports to the Dean of the College of Business (CoB) and is responsible for all graduate and non-degree education activities and programs of the College, domestic and international. The Associate Dean is a member of the CoB management team who represents the Dean, the College, and the University as necessary on the campus and in the broader community.

Essential Duties and Responsibilities include, but are not limited to:

- Contribute to the continuing success of the College by keeping graduate programs well positioned as a part of the overall College portfolio.
- Assist the Dean in designing global initiatives and partnerships that ensure a high quality of education for SJSU graduate business students and enhance the SJSU name abroad.
- Assist the Dean with fundraising activities.
- Coordinate the development of new programs and the modification of existing programs in conjunction with the Graduate Curriculum Committee.
- Serve as a representative from the College to other SJSU colleges or other universities in the case of joint programs and to the University Graduate Studies and Research Office for program policy compliance.
- Evaluate proposals for domestic and foreign cooperative programs, finalize acceptable programs, obtain required approval, and oversee implementation.
- Maintain a schedule of classes for each graduate program, offering a balance of required and elective courses.
- Oversee all functions and services related to recruiting, admitting, matriculating, advising, scheduling, retaining, and graduating students.
- Implement programs and directives that benefit graduate students and their faculty.
- Oversee the organization and supervision of the Office staff, including hiring, scheduling, performance reviews, and professional development.
- Maintain The Association to Advance Collegiate Schools of Business (AACSB) accreditation standards for graduate programs including program planning, curriculum development, faculty qualifications, student quality and assessment programs.
- Manage the MBA Graduate Support Fund account.

The Ideal Candidate

We seek an academic leader with vision and energy who embraces the University's shared values and possesses the following professional and educational qualifications.

Critical Success Factors

The successful candidate will have:

- Administrative experience and demonstrated leadership capabilities in working with faculty, students and staff.
- Excellent oral and written communications skills.
- Familiarity with AACSB standards.
- A record of working in or with industry and the capability to understand and nurture practical linkages between academe and the business sector.
- An awareness of and sensitivity to the educational goals of the multicultural population.

Minimum Qualifications

This position requires:

- Possession of a relevant doctorate degree.
- At least three years of experience in academic administration.

The College of Business

Centered in the heart of San José and Silicon Valley, the College of Business has been serving the business educational needs of our community and the global marketplace since 1928. The College is one of the 500 institutions worldwide that are accredited by the prestigious AACSB International - The Association to Advance Collegiate Schools of Business. In addition, the College of Business is accredited by the Western Association of Schools and Colleges and the California State Board of Education.

The Lucas Graduate School of Business is home to seven graduate programs offered by the College of Business at San José State University: four Master of Business Administration and three Master of Science programs. Located in the San Francisco Bay Area, San José State University MBA and MS programs offer a mix of on-campus and off-campus, as well as full-time and part-time, education. While the bulk of our students are full-time working professionals, Lucas GSB programs meet the many needs of the diverse population of San José that includes the entrepreneurial technology "culture" of Silicon Valley and is enriched by individuals who come from around the nation and around the world.

San José State University

Located in the heart of Silicon Valley, the world's high-tech capital, [San José State University](#) successfully educates students to compete in and contribute to the complex, global economy of the new century. SJSU is recognized for its world-class faculty, cutting-edge programs, and growing collaborations with private and government entities. Silicon Valley firms and agencies seek SJSU students for internships, summer work programs, and for assistance with research and development projects. Silicon Valley firms employ more graduates from SJSU than from any other university in the nation.

Founded in 1857, San José State University is the oldest public institution of higher education on the West Coast. From its beginnings as a normal school to train teachers for the developing frontier, SJSU has matured into a comprehensive metropolitan university with seven colleges offering 134 bachelor's degrees and master's degrees.

Quality teaching and small classes are a priority at SJSU, where tenured professors teach introductory as well as advanced courses. One of the 200 top research universities in the nation, SJSU offers rigorous course work and research opportunities to approximately 30,000 undergraduate and graduate students.

The California State University System

The [California State University](#) is a leader in high-quality, accessible, student-focused higher education. With 23 campuses, 400,000 students, and 42,000 faculty and staff, we are the largest, the most diverse, and one of the most affordable university systems in the country. We are the gateway institution for the great majority of students seeking a baccalaureate education in California, and for those who seek professional training as teachers, nurses, social workers, and engineers. We offer myriad opportunities to help students achieve their goals. We prepare graduates

who go on to make a difference in the workforce. And we have tremendous impact on the education, lives, economy, and the future of Californians and people throughout the world.

Appointment

The salary is commensurate with the qualifications and experience of the successful candidate. The University offers a comprehensive and generous [benefits package](#). Attractive short and long-term [housing](#) is also available on campus.

Appointment will be made at the Administrator III level of the [Management Personnel Plan](#).

The Application and Selection Process

Required Application Materials

To be considered for the position of Associate Dean, Lucas Graduate School of Business, candidates must submit the following materials to the address below:

- Letter of interest
- SJSU Employment Application: [PDF version](#) or [MS Word version](#)
- Complete and well-organized curriculum vitae

NOTE: Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

To Apply for the Position

E-mailed application materials or nominations preferred. Please send or e-mail (as file attachments in MS Word or PDF format only) the above-listed application materials to:

Vice Provost Charles Whitcomb
Office of the Provost
San José State University
One Washington Square
San José, CA 95192-0020
FAX: (408) 924-2410
e-mail: provost@sjsu.edu

If you have any questions, please contact Dr. Nancie Fimbel at (408) 924-3400.

To Nominate Candidates

Please forward this announcement to those you know who might be qualified and interested or e-mail us a nomination of potential candidates whom we can contact.

****First Screening Date: July 1, 2008***

Requisition Number: 13372

Candidates are strongly urged to review the SJSU Website before preparing their application materials. A list of useful links is provided at the end of this booklet.

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise us upon submittal of application.

"EVERY applicant is a potential San José State University community member"

Web Sites of Interest

- For information about the [College of Business](#).
- For a virtual tour of [Silicon Valley's Metropolitan University](#).
- For information about the [President's Office](#) including links to SJSU strategic planning, "points of pride", "SJSU in the News", and "CSU Impact".
- [SJSU's portfolio](#) presents the treasures that make San Jose State University a dynamic and innovative institution engaged in bringing to life the best in our students, while powering Silicon Valley and beyond.
- [San José State University's magazine](#) brings you stories of SJSU people and their work, their research, their challenges and achievements.
- [For facts and figures](#), including links to various informative pages about SJSU and what makes it a special place to work, live, learn, and teach.
- For [faculty and student enrollment statistics](#).
- For driving directions and [campus maps](#).
- For information about [faculty and staff housing](#) available on campus.
- For more information about [CSU system-wide staff and management human resources policies](#), including collective bargaining agreements, salary schedules, classification standards, etc.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.