The Graduate School at the University of Louisiana at Lafayette invites applications for the position of Assistant Dean.

**Position:** Assistant Dean, EEO No. AA-9-17

**Responsibilities:** Reporting to the Dean of the Graduate School, the Assistant Dean will advance Graduate School efforts focused on the retention and completion of graduate students. The primary duties of the Assistant Dean of the Graduate School shall include the development and advancement of professional development and retention-focused programming (including orientation and Graduate Student Appreciation Week); oversight of thesis/dissertation/synthesis project support, review, and approval processes; and compilation and assessment of Graduate School recruitment and admission, programming, and retention reports. Other duties shall include providing administrative support to the Dean, the Graduate Council, and the University Committee on Graduate Student Success and Retention, offering first-line graduate student support, administering internally-supported graduate program recruitment awards, and providing research support for the preparation of external funding proposals.

**Qualifications and Skills:** Master’s Degree from a regionally accredited institution required. Other requirements include experience working in higher education and experience working in both Banner and Cognos. Prior experience and advanced knowledge and understanding of graduate education highly preferred. The successful candidate also must have demonstrated ability both to work independently and to contribute productively in a collaborative environment. He or she must possess exemplary interpersonal, written, and verbal communication skills as well as strong organizational, time management, and follow-through skills. The ability to build partnerships to advance the goals and objectives of the Graduate School is expected as is a willingness to adapt to changing processes and systems.

**Starting Date:** ASAP

**Salary:** Commensurate with qualifications, experience, and proven ability.

**Applications:** For initial consideration, applications should be received by September 29, 2017. The posting will remain open until the position is filled. Applications must include (1) a letter of interest, (2) a résumé, and (3) the names/contact information for three professional references. Application letter, résumé, and references should be emailed (preferably as a single PDF attachment) to:

Dr. Mary Farmer-Kaiser  
Dean of the Graduate School  
kaiser@louisiana.edu

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