



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

ACADEMIC VACANCY

POSITION: Assistant Dean, College of Education

EEO# ED 9-16

RESPONSIBILITIES:

Teacher Education Program Coordinator:

- Coordinate the State required admission to TEP
- Coordinate teacher certification program (graduate and undergraduate)

Coordinator of College of Education Student Services:

- Coordinate recruitment, orientation, and advising activities for the College
- Complete cross checks for graduation and certification
- Enter and retrieve student data for CAEP reports, State/National Report Card, and AACTE
- Coordinate COE revisions/additions in the UL Lafayette Bulletin
- Implementation of all undergraduate degree programs in the College of Education in Teacher Certification and Non-Certification programs
- Redesign of all curricula in the College of Education with the approval of the Louisiana State Department of Education
- Freshmen and Transfer Student Orientation presentations and advising of these students
- Communication with faculty and staff concerning course and catalog changes, registration and drop/add deadlines
- Handling of all student problems and referral to appropriate University personnel or office for resolution
- Notification of students via email and letter of upcoming events and changes within the College of Education
- Evaluation of transcripts for undergraduate students changing their major or transferring into the College of Education
- Analysis and completion of all NCAA Eligibility reports for all student athletes in the College of Education
- Completion and submission of data for Title II and AACTE reports to the Louisiana State Department of Education and U.S. Department of Education
- Staff supervision of secretarial staff, graduate assistants and student aides assigned to the Office of Student Services

QUALIFICATIONS:

Minimum of a master's degree in education from an accredited institution. Preferred experience in working with teacher education programs and in PK-12 schools.

Successful candidates must be committed to working effectively with diverse student populations. Applicants are expected to describe their commitment to fostering a diverse educational environment through their research, teaching, and/or service activities.

UNIVERSITY AND COMMUNITY:

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

The core values of the University include: equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

SALARY: Commensurate with experience.

ANTICIPATED START DATE: June 26, 2017

APPLICATIONS:

Application letter addressing position responsibilities and resume with at least (3) references should be received by May 26, 2017 for initial consideration. Address correspondence to:

**Dr. Nathan Roberts
College of Education
University of Louisiana at Lafayette
P.O. Box 43722
Lafayette, LA 70504-3722**

The review process will continue until the position is filled. The University of Louisiana at Lafayette is dedicated to the goal of building a diverse faculty committed to teaching and working in a multicultural environment. Women, minorities, and individuals with disabilities are strongly encouraged to apply.

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>