



Position: Assistant Dean
Department: College of Arts & Sciences

The University of Pikeville College of Arts & Sciences (UPIKE CAS) is conducting an internal search for an Assistant Dean of the College. The CAS Assistant Dean will foster a high-quality environment of academic teaching, service, and scholarship to support the needs of CAS students and faculty. With an innovative spirit, the Assistant Dean will play an integral role in collaborating with University and community stakeholders to continue the growth and development of CAS. The position requires extensive interaction with the Dean of the Kentucky College of Osteopathic Medicine (KYCOM) and Dean of the Kentucky College of Optometry (KYCO) personnel and with the University's broader student affairs team, including the Dean of Student Affairs.

Responsibilities:

- Serve as a liaison between the CAS Dean's office and CAS programs along with other campus units as requested.
- Support the development of course schedules and student registration processes.
- Partner with the Office of Admissions to support the College's dual credit instructors and students.
- Provide support to the College's adjunct faculty.
- Maintain good working relationships with faculty and administration in all academic and non-academic sectors.
- Represent CAS on different committees when CAS Dean is unavailable.
- Communicate effectively with constituents within the University, surrounding community, and state regarding the University.
- Attend conferences and seminars to inform the campus community of teaching, learning, and advising trends and concepts.
- Lead and manage special projects as assigned.
- Other duties as assigned.

Education/Experience:

1. A terminal degree from a regionally accredited institution or near degree completion in an equivalent program (e.g., earned ABD status).
2. Administrative experience in higher education.
3. Working with technology, particularly integrating technology into courses in innovative ways that enhance student engagement and learning.
4. Ability to communicate and develop relationships and partnerships within the University and local community.
5. Demonstrated congruence with the University of Pikeville mission.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long-term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and contact information for three to five professional references.