

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: July 9, 2008 Department: Academic Affairs  
 SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

Application Deadline: August 10, 2008 Date position to be filled: August 18, 2008

Position Title: Dean of the School of Graduate Studies

Salary (annual): Negotiable or Salary Range: \_\_\_\_\_ to \_\_\_\_\_

Please check all categories that apply to this position:

### Status

- Part-time  
% of time  
100  
 Full-time

### Faculty Position

- Temporary  
 Tenure  
 Tenure Track (Probationary)  
 Grant  
 Contract

### Unclassified Position

- Administrative  
 Temporary  
 Permanent  
 Grant  
 Contract

### Classified Position

- Probationary  
 Job Appointment  
 Provisional Appointment

Contact Person: Dr David S. Adegboye Telephone No: (504) 286-5327 or 5101

Contact Email Address: dadegboye@suno.edu

Contact e-mail address is for:  Human Resources utilization only  Posting to VAS website

### Brief job description [Maximum 5 lines @ 500 characters (including spaces) per line]:

The Dean of the School of Graduate Studies has the administrative and academic responsibility over five (5) Master programs, collaborating with other deans. Responsibilities include, but not limited to, working with other deans and directors to promote academic excellence in graduate studies, supporting recruitment efforts and community development, teaching and research, grantsmanship, and preparing internal and external reports, as necessary.

### Minimal qualifications [Maximum 4 lines @ 450 characters (including spaces) per line]:

A doctorate degree in any of the following disciplines in which SUNO has Master's program is preferred: Management Information System, Education, Criminal Justice, Social Work and Museum Studies. An open, honest, visionary leader with commitment to higher academic excellence; a strong commitment to the mission of the University.

### Remarks [Maximum 3 lines @ 300 characters (including spaces) per line]:

Applicants should forward a letter of interest, current curriculum vitae, and arrange the submission of three letters of recommendations, via e-mail, to Mrs Vonda Taplin, Administrative Assistant, by August 10, 2008.

Apply To: vtaplin@suno.edu

AN EQUAL OPPORTUNITY EMPLOYER