

## POSITION DESCRIPTION

### **Executive Dean for Academic Programs Graduate School, Biotechnology, Training and Conferences Foundation for Advanced Education in the Sciences (FAES)**

**Position Overview:** Reporting to the Chief Executive Officer & Executive Director, the Executive Dean for Academic Programs leads the academic and administrative functions for all courses, training, conferences, and other educational events and initiatives. The Executive Dean leads all aspects of the Academic Programs department and is responsible for the over-all success of its programs by providing senior-level administrative leadership in the areas of curriculum development, institutional assessment and improvement, program marketing, personnel management, faculty recruitment and development, student support and academic advising, budget and financial planning, and facilities and space management.

The Executive Dean leads strategic discussions about future academic directions of the organization's educational programming, including creating cutting-edge curriculum in collaboration with National Institutes of Health (NIH) stakeholders and other strategic partners. The Executive Dean must also be an effective advocate for all operations, responsible for communicating the vision and goals of the organization, and maintains knowledge of and perspective on the -full range of education, training and research on the world-class campus of the NIH to ensure that programming is relevant, timely and of value to the NIH community.

The Executive Dean develops strategic initiatives and participates in short-term and long-term planning and policy setting, leads all educational programs and cultivates relationships with the biomedical community, and other external relations, and public relations. The Executive Dean researches and assesses trends in biomedical continuing education and adult education; proactively researches, proposes and builds support for inclusion of new course topics, programs of study, or new modalities for education content delivery, such as online education. The ideal candidate should have proven experience in a management role, with a special focus on senior level support and cross-functional collaboration and can support the execution for a broad and complex set of initiatives.

#### **Responsibilities:**

- Responsible for the operational and financial success of the department and growing enrollments year-over-year
- Conduct frequent academic program reviews and ensure continuous program and process improvement
- Establish and maintain a system of evaluation for all academic programs focusing on data collection and analysis for continuous improvement for student learning outcomes
- Recruit and oversee highly effective school department chairs, course directors, and instructors
- Meet with department chairs and faculty on a regular basis to ensure high-quality courses and create an environment of collaboration and communication

- Engage faculty, staff and students in discussions and assuring a positive, high-quality working environment and excellent work product, including course and lecture materials
- Assists in program implementation and curriculum development
- Determine effective methods for the integration of curriculum standards, and instructional strategies
- Establish and uphold programmatic policy; ensure academic integrity of the full cycle of programming by resolving student or faculty concerns with fairness, equity and consistency
- Develop the annual operating and multi-year capital budgets for Educational Services, monitoring revenue and expenditures against targets, and reporting results to the Board
- Prepare and update reports for the CEO and Board, including quality financial and programmatic performance of Educational Services and the marketing strategy for the recruitment of students and good quality faculty that aligns with organizational strategy
- Meet annual and multi-year financial, programmatic, student retention, and enrollment targets
- Oversee content, design and printing of all marketing collaterals, to include Graduate School web pages, Catalog of Courses, School posters, exhibits, events signage, email advertisement
- Participate in NIH-wide events and continuing education association conferences to promote the organization and gain insight into educational trends and technology and keep abreast of regulatory guidance and changes
- Participate regularly in organization-wide efforts to include team meetings, faculty and staff events, Board meetings, and vendor events
- Act as primary staff liaison to the Board's Education Advisory Committee; convene and facilitate Committee meetings; prepare reports and presentation materials for committee and Board meetings

**Qualifications:**

- Ph.D. or terminal degree, preferably in biomedical science
- 6-10 years of experience working in higher education and leading educational programs
- 2-5 years of teaching experience
- Record of excellence in teaching, research, and service or significant experience as a senior academic administrator.
- Experience managing teams and working with university academic and administrative departments.
- Ability to multi-task numerous projects with demonstrated time management, organizational skills, and accuracy
- Experience leading curriculum changes, quality improvement and continuous improvement
- Evidence of ability to clearly, concisely, and effectively communicate with others, both writing and orally
- Knowledge of budget planning and how to manage budget
- Cultivate creativity and innovation to achieve program targets

- Anticipate, understand, and respond to the needs of internal and external clients
- Foster teamwork, work cooperatively, and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness

*It is the policy of FAES to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.*