

**College of Natural and Applied Sciences
Associate Dean, Education**

Reporting to the College Dean, the Associate Dean, Education is responsible for providing leadership in cross-faculty multidisciplinary initiatives for both undergraduate and graduate programs. The Associate Dean, Education leads in other academic matters and opportunities consistent with the strategic priorities of the college, faculties and university, and is a key member of the college leadership team. More specifically, the Associate Dean, Education may hold the following responsibilities.

Responsibilities (may) include:

- In collaboration with faculty academic leadership and central units such as the Office of the Provost, develops and implements college-wide initiatives to enrich the learning and teaching experiences of students including, but not limited to, the following:
 - Leads the microcredential/CPE portfolio at the College level
 - Collaboratively deploys teaching resources across the college
 - Coordinates course offerings across the college to optimize teaching schedules (in person and online) and resources and deliver an outstanding student experiences
 - Develops joint academic programming between CNAS faculties and across colleges
- In collaboration with CNAS faculty academic leadership, supports the development and delivery of initiatives aimed at enriching experiential learning opportunities for students (e.g. internships, experiential and other work-integrated learning etc.)
- Develops and implements a coordinated college enrolment management strategy in partnership with the Office of the Registrar, with critical support from the Enrolment Management Service Partner
- Provides strategic leadership to the Office of Education as needed, for example:
 - Represents the college on review/rewrite of the Code of Student Behaviour; builds best practices relating to academic integrity across the college
 - When appropriate, makes decisions on COSB cases
 - Acts as liaison between CNAS faculties and central administration regarding teaching awards and nominations for faculty- and university-level awards
 - With the Director, Office of Education, collaborates with CNAS faculties to deliver consistent high quality student services
 - Develops metrics to measure the effectiveness of CNAS programming
 - Ensures best practices for EDI and II within programming and is the liaison with other leaders for these and additional strategic initiatives that relate to the Office of Education
 - Other duties as assigned by the College Dean

Committee Responsibilities:

- Dean's Office
 - Acts as member of the College Leadership Team
- University Level
 - Participates in a number of university committees in relation to the Office of Education
- Ad Hoc appointments:
 - As required by the portfolio

Knowledge, Skills and Abilities:

- PhD (or terminal degree) in a CNAS discipline
- Strategic experience in graduate or undergraduate education leadership
- Extensive knowledge of University of Alberta policies, procedures, operating requirements and the academic culture on campus
- Knowledge of the Student Code of Behavior and the University Calendar policies and procedures
- Strong human resource and administration management skills
- Ability to deal with sensitive and confidential material
- Demonstrated ability to research, analyze and summarize issues and to communicate results effectively to all stakeholders
- Strong organizational and interpersonal skills to develop effective relationships with students, faculty and administration
- Demonstrated experience and commitment to EDI and II
- Demonstrated understanding of trends in the post secondary education landscape in Alberta, Canada and beyond