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## Dean

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### Posting Details

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#### Posting Summary



#### Logo For Posting

**Posting Number** FAC00094PO20

**Is this a replacement?** Yes

**If yes, who is the current incumbent?** N/A

**Date of separation or reassignment:**

**Classification Title** Dean

**Advertised Title** Dean

**Internal Title** Dean

**Campus** Union

**College/Division** USC Union College/Division

**Department** USC Union Palmetto College

**Classification Code** UD09

**Advertised Salary Range** Salary commensurate with education & experience

**Census** 0230

**EEO Code** C2

**Job Group** 23

**Location of Vacancy** Union, SC

**Part/Full Time** Full Time

**Hours per Week** 37.5

**(HISTORICAL) Hours per Week**

**Position Category** Full-time Equivalent (FTE)

**Basis** 12 months

**Work County** Union

**Tenure Information** Tenure-Track/Tenured

**Job Search Category**

**About UofSC**

The University of South Carolina System is comprised of the state's flagship university in Columbia (founded in 1801 and currently one of the top 50 "Best Colleges" according to U.S. News and World Report), three regional comprehensive universities (USC Aiken, USC Beaufort and USC Upstate), and Palmetto College consisting of four two-year campuses (USC Lancaster, USC Salkehatchie, USC Sumter, USC Union and Fort Jackson/Extended University). Together, the USC System institutions offer more than 450 degree programs on campus and online and are uniquely positioned to meet the state's educational, cultural, health and research needs. The System employs nearly 14,000 people who work daily to improve the lives of students, fellow South Carolinians and the world. Our diverse engaged faculty and staff enjoy a dynamic and intellectually stimulating work environment.

**Benefits for FTE Positions**

The University of South Carolina (UofSC), through the State of SC and Public Employee Benefit Authority (PEBA), offers state employees a valuable benefits package, including health and life insurance, generous paid leave and retirement programs. To learn more about UofSC benefits, access the benefits section on the Applicant Portal.

**Position Description****Advertised Job Summary**

The University of South Carolina Union is seeking a visionary, innovative, enthusiastic, and student-centered leader to serve as the Dean of USC Union. The candidate should possess a record of academic administrative and teaching excellence, multi-disciplinary collaboration, and inclusive decision-making. The ideal candidate must successfully engage and work well with various stakeholders – faculty, staff, students, fellow administrators, and community members in building a vision for the university that emphasizes academic excellence.

**Primary Responsibilities:**

- Provide leadership in the development, implementation, and review of academic and administrative policies and procedures in all major areas of operation (i.e., student, instructional, administrative, business, financial services, and auxiliary services)
- Administer of all academic and non-academic programs
- Serve as the principal administrator for all physical plant operation and maintenance
- Lead and direct all campus outreach activities, to include serving as the principal representative of the campus and the university in relations with local external agencies (e.g., advisory boards, alumni, legislators, media, community leaders, business and professional organizations, etc.)
- Identify community programmatic needs, obtain financial support, and maintain base of public community support; serve as primary advocate and spokesperson for the campus
- Interpret and implement university policy at the local campus level; provide leadership in establishing campus objectives and goals; develop and manage all resources essential to the achievement of campus objectives and goals
- Oversee the financial management of the campus; develop and implement capital expenditure programs; develop, manage, and review budgets
- Serve on various department, division, and university committees; represent the campus at appropriate university bodies, committees, councils, etc.

The ideal candidate must demonstrate experience as both a team member and team leader, should understand the importance of both budget and human resources management, have a demonstrated commitment to diversity, equity, and inclusion, promote and encourage critical thinking, be able to attract external funding, create and strengthen ties with the community and possess strong communication skills.

The University of South Carolina Union in Union South Carolina is a branch campus with a location in Laurens. Founded in 1965, Union has as its mission to provide higher education and intellectual leadership for its service area. The Union regional Palmetto College campus offers a varied curriculum grounded in the liberal arts and focused on preparing students to continue their education in the University of South Carolina System and throughout life. Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, the institution awards the Associate in Arts and Associate in Science degrees and provides for the completion of selected bachelor's degrees on campus through cooperative agreements and delivery structures with other University of South Carolina System institutions. The Union regional Palmetto College campus also provides general education and upper division coursework applicable to baccalaureate degree programs offered through colleges and universities nationwide.



**Required Education and Experience**

- Earned doctorate from an accredited university
- Minimum of three years of experience at the Department or Division Head level or above
- Minimum of three years of experience supervising faculty and staff in a higher ed institution
- Experience and achievement commensurate with tenure at the rank of Professor
- Progressive leadership and administrative experience at an institution of higher learning
- A strong demonstrated commitment to inclusion and diversity within a university
- A substantial record of scholarship within the academic discipline/education field
- Demonstrated leadership in managing a complex and interdisciplinary campus that emphasizes collaboration among colleges and campuses, enrollment management, and sound financial management
- Substantially skilled fiscal and fundraising expertise to help increase the endowment for supporting programs, scholarships, students, and distinguished chairs
- Experience with national accreditation agencies/bodies
- Evidence of being a successful leader and of having significant creative accomplishments
- Evidence of growing student enrollment
- Experience with developing, coordinating, and delivering distance education programs
- Evidence of sound financial management

**Preferred Qualifications**

The preferred candidate must be a results-oriented leader with a strong sense of vision, creativity, and initiative who also demonstrates strong organizational and leadership skills and has a demonstrable ability to build relationships to enhance the campus reputation and secure resources.

**Posting Detail Information**

**Will you be recruiting from a world wide talent pool?** Yes

**Desired Start Date** 01/01/2021

**HR Contact Information** Victoria Hollins

**HR Contact Phone Number** 8032405647

**Applicant Reviewer Access** Walter Collins, III, Susan Jett

**Initiator Access** Susan Jett

**Job Open Date** 10/21/2020

**Minimum Posting Period Ends** 10/30/2020

**Job Close Date** 10/30/2020

**Open Until Filled** No

**Special Instructions to Applicant**

**HR Recruiter** Alexandria Flippins

**Pass Message** Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

**Fail Message** Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

**Quicklink for Posting** <https://uscjobs.sc.edu/postings/88505>

**EEO Statement** The University of South Carolina does not discriminate in educational or employment opportunities on the basis of race, sex, gender, gender identity, transgender status, age,

color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions.

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## Funding Information

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### Source of Funding

State Funding %	100.00
Federal Funding %	0.00
Other Funding %	0.00

### Position Attributes

Safety Sensitive or Security Sensitive	Yes
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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

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## Applicant Documents

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### Required Documents

1. Cover Letter
2. Curriculum Vitae

### Optional Documents

None

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## Internal Posting Documents

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No documents have been attached.

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## Search Committee

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No Search Committee Members have been assigned to this Posting yet.

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## Evaluative Criteria

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## Reference Letter

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### Reference Letter Collection

<b>Minimum Requests</b>	3
<b>Maximum Requests</b>	
<b>Recommendation Deadline</b>	11/06/2020
<b>Provider Special Instructions</b>	
<b>Confirmation Message To Provider</b>	