



## Division Dean for Education

Job Description

<b>DIVISION/DEPARTMENT:</b> Academic Affairs	<b>DATE TO BE FILLED:</b> Immediately
<b>REPORTS TO:</b> Academic Affairs	<b>SALARY:</b> Commensurate with Experience

### SUMMARY

Divisions are academic organizational units usually created around academic departments that share related instructional responsibilities and whose activities complement their common pursuit of the mission of the College.

### QUALIFICATIONS

Ph.D. in one of the academic disciplines in the Division. At least five years experience as a department chairperson or five years experience in a position of leadership with responsibilities similar to a department chair. Evidence of scholarship in the academic discipline in which the Ph.D. was obtained. Evidence of providing successful leadership as a department chairperson. Evidence of having obtained and supervised grant programs funded by a federal/state agency or by a private foundation. Evidence from the curriculum vitae that the individual has provided service to the College or the last institution where employed that advanced its mission.

### RESPONSIBILITIES

**The Dean of Education will serve as the chief academic and administrative officer of the Division. He or she will provide** academic and administrative leadership for the Division of Education. The Dean will promote level of cooperation that advances teaching and scholarship within their respective divisions. **Dean of Education:** Recommending the appointment of department chairs to the Vice President for Academic Affairs and approving all faculty and staff appointments within the Division. Recommending to the Vice president for Academic Affairs the employment, promotion, leaves, terminations, and other personnel actions for faculty and staff in the Division. Participating effectively in the College's budget process. Providing leadership for department chairs to ensure the effective and efficient pursuit of the mission of the College. Preparing and submitting reports as may be required by the College's senior administration. Evaluation of the quality of teaching and scholarship within the Division and the development of recommendations for their improvement. Evaluation of department chairs and staff who report directly to the Dean. Submission of reports on the evaluation of all programs within the Division as may be required by the Administration or appropriate federal/state agencies. Essential duties for the Division of Education include: Understanding licensure and teacher certification procedure, policies and patterns at the state and national level. Maintaining national, state, and regional accreditation. Demonstrating evidence of program assessment procedures to support faculty, staff and students. Carrying out assignments common to higher education institutions as requested by the Vice President for Academic Affairs or the President of the College. Assist the Administration in the recruitment of students and in promoting the College to the external community.

### SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

### ABOUT US

Rust College is a Historically Black College located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff and students are comprised of diverse, social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill", the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

**RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER**

**TO APPLY**

Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to [careers@rustcollege.edu](mailto:careers@rustcollege.edu).

*(Please put the job title in the subject line; you may attach your materials as Word or PDF documents).*

Mrs. Angela Williams, Associate VP for Human Resources  
Rust College  
150 Rust Avenue  
Holly Springs, MS 38635

**Closing Date:**

Open Until Qualified Applicant is Found

**Posting Date:**

1/2025