

**DEAN, UNDERGRADUATE STUDIES (ADMINISTRATOR IV – EXEMPT), ACADEMIC PROGRAMS –  
RECRUITMENT 3181**

**California State University, Dominguez Hills is seeking an experienced professional to serve as the Dean, Undergraduate Studies**

Under the administrative direction of the Provost/Vice President for Academic Affairs, the Dean of Undergraduate Studies provides leadership in the undergraduate education mission of the University. Specifically, the Dean of Undergraduate Studies is responsible for leading and expanding the quality of undergraduate programs and for refining and developing policies and procedures related to these areas. The Dean of Undergraduate Studies is responsible for coordination of curriculum and program review for all undergraduate programs; for overseeing jointly with the Dean of Graduate Studies and Research the University Curriculum Committee (UCC) and the production of the University Catalog. The Dean of Undergraduate Studies works with the Student Learning Outcomes Assessment Committee and the General Education Committee. The Dean of Undergraduate Studies works in strong partnership with the Provost and academic deans and with other divisions on campus and acts as liaison between the Academic Affairs Division and the Student Affairs Division regarding undergraduate concerns. The Dean of Undergraduate Studies supervises the following academic support services: Academic Programs and Honors Program. The Dean of Undergraduate Studies is a member of the Provost's Academic Affairs Council.

CSU Dominguez Hills, an urban university in the twenty-three campus California State University system, is located in Carson, in the South Bay region of Los Angeles County. Its 346-acre campus is situated in the historic Rancho San Pedro, the oldest Spanish land grant in the Los Angeles area. The campus is strategically located in the heart of a major technological, industrial, and transportation complex in Southern California. The area includes the massive Port of Los Angeles and Port of Long Beach—Southern California's gateway to international commerce. Cultural, performance, and sports venues in downtown Los Angeles are about twenty-five minutes away and the South Bay beach communities are a few minutes away to the west and south. The StubHub Sports Center, a 125-acre sports center developed by AEG and home to Major League Soccer's L.A. Galaxy, is located on the CSUDH campus.

With an enrollment exceeding 14,000 students, CSUDH is a federally recognized Minority- Serving Institution as well as a Hispanic Serving Institution and is among the most ethnically diverse universities in the nation: 60% Hispanic, 14.5% African American, 11% White, and 11% Asian/Pacific Islanders.

CSUDH is fully accredited by the WASC Senior College and University Commission (WSCUC) and offers 45 baccalaureate degrees, 24 master's degrees, and a number of certificate and credential programs. While continuing to emphasize the liberal arts and sciences, the university offers professional programs at both the undergraduate and graduate levels. Twelve programs hold accreditations from national professional associations: business administration, clinical sciences, computer science, education, health science, music, nursing, occupational therapy, public administration, social work, special education, and theatre arts. The university is known for excellence in teacher education, nursing, psychology, business administration, and digital media arts. CSUDH is also a national leader in distance education, with ten academic degree programs and seven certificate programs offered online.

**Qualifications:**

**Required Experience:** Must have an earned doctorate and the appropriate academic credentials to qualify for appointment as a tenured Professor in one of the colleges within the Division of Academic Affairs. Must have substantial evidence of research and scholarly activity.

**Required Experience:** Demonstrated significant and successful academic administrative experience and proven leadership ability with considerable experience in preparing significant documents or other reports related to academic programs. Experience in program planning, direction and coordination for policy development and implementation.

**Required Knowledge, Skills, and Abilities:****Knowledge of:**

Knowledge of higher education issues and trends, curriculum and program development practices, the general concerns and processes of educational equity, and the needs and expectations of ethnic minorities. Demonstrated leadership in academic administration and support services.

**Ability to:**

Ability to work effectively in a multicultural, diverse, complex university environment with staff, faculty and administrators. Ability to analyze complex programs and to devise innovative solutions; to perceive the implications and potential consequences of various situations and to assess the potential impact of alternative courses of action. Ability to work independently and as a collaborative and positive team member, be self-directed and results-oriented. Ability to perform all the essential functions of this position.

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Required Knowledge, Skills, and Abilities (continued):

Skill in:

Skill in oral and written communications. Highly effective interpersonal skills. Skill in consultative decision-making; demonstrated strengths in leadership, planning, and evaluation.

California State University, Dominguez Hills, is an equal employment opportunity employer, and is strongly committed to achieving excellence through a diverse workforce. The University actively encourages applications of all qualified individuals.

California State University Dominguez Hills is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status. For more information or definition of these terms please visit:

<http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

[http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement\\_English.pdf](http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement_English.pdf)

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Human Resources Office at (310) 243-3771 or the Academic Affairs Personnel Services Office at (310) 243-3766.

Clery Act crime statistics for CSUDH are available at <http://www.csudh.edu/dhpd/dhpd.htm>, or by calling University Police at (310) 243-3639.

Upon appointment all candidates must furnish proof of eligibility to work in the U.S.

The California State University is Smoke and Tobacco Free. Smoking, Vaping and other Tobacco use are Not Permitted anywhere on University property. Education Code 42356, CCR Title 5, Article 9

For more information or to apply, please visit <http://www.csudh.edu/employment> or contact Dolores Lopez at (310) 243-3219

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