



College of Saint Mary in Omaha, NE seeks candidates for the position of **Associate Dean of the Division of Arts, Sciences and Professional Studies**. The successful candidate is responsible for serving as an advocate of the Division and as a member of the academic leadership team in implementing decisions to forward the goals and mission of the college.

Oversight includes the following programs:

Undergraduate:

- Art, Biology, Business, Chemistry, Communication, Education (Undergraduate), English, History and Political Science, Human Biology, Human Services, Kinesiology, Legal Studies, Math, Music, Philosophy, Psychology, Spanish, Theatre, Theology, Women's Studies

Graduate:

- Doctorate in Education, Master of Arts in Teaching, Master of Science in Education (currently on hiatus), Master of Organizational Leadership, Master of Science in Kinesiology, Master of Health Sciences

**Essential Functions**

The Associate Dean works collaboratively with the Program Directors of all programs and serves as the liaison between the Vice President of Academic Affairs and the program directors, faculty and staff in the Division of Arts, Sciences and Professional Studies.

**Required Education and Experience**

- Possesses an earned doctorate
- At least 5 years of management experience
- Experience with teaching at the undergraduate and graduate college level
- Evidence of scholarly work and professional development
- Experience with budgeting, strategic planning, and conflict management

College of Saint Mary is minutes from a thriving downtown that boasts ample opportunities to experience art, theater, music, cultural events, beautiful gardens and a world-renowned zoo.

**Application:**

Please apply using the following link. Please have a letter of application, current curriculum vitae and contact information for three professional references ready to upload during the application process.

[Associate Dean of the Division of Arts, Sciences and Professional Studies Application](#)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSM. Finalists will also be required to submit official transcripts. Review of applications will continue until the position is filled.

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*