

LOYOLA MARYMOUNT UNIVERSITY
Associate Dean for Business Services - School of Education

Loyola Marymount University seeks an experienced operations leader for the position of Associate Dean for Business Services for the School of Education.

Loyola Marymount University shares in a rich intellectual heritage fostered by the Jesuit and Marymount educational traditions and founded on social justice and ethical values. Loyola Marymount University was named a “Treasure of Los Angeles!” The main 150 acre campus is located in West Los Angeles and supports 7 colleges/schools, and is the site of the William H. Hannon Library. Enrollment includes 5,746 undergraduate and 1,899 graduate students and they employ more than 2,200 faculty and staff. Loyola Marymount University cherishes its Catholic identity while at the same time welcoming people from diverse social, religious, and cultural backgrounds.

The School of Education’s leadership is committed to innovative programs that modernize the training of education professionals for urban school settings. There are active partnerships in place with Los Angeles Unified School District, the Los Angeles Archdiocese, charter schools and other smaller school districts and community based organizations. The School’s Conceptual Framework undergirds all programs. The faculty, staff and students strive to work collaboratively in a student-centered environment to be professionals who act to: Value and respect all individuals; promote social justice; promote cultural responsiveness; integrate theory and practice; develop moral, intellectual, responsible, and caring leaders; collaborate and share leadership across communities.

The School enrolls 1500 students in numerous credential and graduate degree programs, supported by 100 faculty and staff. The School is among the top ranked schools in the U.S. News and World Report latest listing of graduate schools of education.

The Position

The Business Services function for the School of Education is dedicated to supporting the academic mission of the School by providing leadership in all aspects of business operations including: customer service, finance, employment services, business operations (facilities planning, information technology, management), and student recruitment and admissions processing. The overarching goal for this position is to serve the School’s community by improving business processes, developing procedures and guidelines, enhancing communications between all constituents, and engaging in continuous process improvement.

The Associate Dean for Business Services reports to the Dean, Shane Martin, and supervises a staff of 12 with 3 directly reporting through these offices: Business and Finance, Student Recruiting, and Admissions Coordination. The School is administered as a quasi-auxiliary of the University with an annual budget of \$23M.

Position Responsibilities

- Provide leadership for strategic and business planning and work closely with colleagues to ensure goals are met.
- Financial Services: oversee all aspects of budget process, research administration activities, contractual agreements, and financial aid; provide leadership that result in data-driven decision making to support assessing needs and requesting, allocating, and managing the School's finances.
- Business Operations: develop, implement and monitor plans that allow for the best utilization of the School's facilities and the deployment of the best technology fostering maximum efficiency and productivity. Develop and implement administrative policies & procedures to streamline, clarify and simplify work flow.
- School of Education Business Employment Services: provide oversight for hiring of staff; foster a collegial work environment; promote professional development including coaching and mentoring; and ensure that staff are supported ensuring greater success.
- Student Recruitment: engage faculty and staff in a continuous improvement process for student recruitment including but not limited to marketing and recruitment strategies, recruitment communications, the application process, and budgeting and expense monitoring. Actively engage in strategic and business planning activities and new program development and implementation.
- Participate in and support the School's accreditation process through the creation and maintenance of key business data with the ability to readily analyze and report.
- Ensure the School's business and operational practices are in full compliance with all university, local, State and federal requirements.
- Serve as the Dean's liaison for internal constituencies and external partnerships in performing a wide range of complex and sensitive duties.
- Research, document, and analyze business data related to on-going and emerging issues of importance to the School.
- Work with staff and faculty to plan and execute special projects and events for the School.

Professional/Personal Qualifications

A Master's Degree or equivalent experience is desired. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes.

Minimum 10 years business management experience in progressively responsible positions. Higher education administration experience preferred.

Demonstrated knowledge evidenced by direct experience in the areas of: finance, management, strategic planning, project development, contract negotiations, and information technology that will support the advancement of the School of Education.

Highly developed organizational and leadership skills including initiative, judgment and creativity required to lead a multi-disciplinary team. Financially savvy and diplomatic. Track record of success through influence.

A management style that actively listens and makes fair, informed decisions.

Exemplary communication skills (both written and oral) evidenced by background in preparing comprehensive reports and executive summaries incorporating complex, highly technical information.

Demonstrated strong technology competency

Demonstrated ability to envision and articulate future directions to meet the needs of multiple programs.

A willingness to become acquainted with and invested in the history, mission and philosophy and values of Loyola Marymount University.

Unquestionable integrity and strong sense of professional ethics that engender trust and respect.

Ability to gain credibility with the constituents of the School of Education and the University community.

Process for Application

Expressions of interest and nominations may be sent in confidence to:

Elaine Turner - The Turner Group

Elaine@turnersearchgroup.com 909/621-2590

Loyola Marymount University is an equal opportunity employer. For further information about the University and the School of Education please go to: www.lmu.edu