

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 in 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. 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 employs more than 2,200 faculty and staff.

The School of Education's leadership is committed to innovative programs that modernize the training of education professionals for urban school settings. 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 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: 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.

A Master's Degree or equivalent experience is preferred. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes. A minimum of 10 years business management experience in progressively responsible positions and higher education administration experience is 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 is required.

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

Elaine Turner - The Turner Group

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