

July 12, 2010

**Saint Paul College-A Community & Technical College
Dean of Liberal & Fine Arts**

(Unclassified MnSCU Excluded Administrator – Range 6)

Saint Paul College has an exciting leadership opportunity for a **Dean of Liberal & Fine Arts**.

Located in the heart of the capital city of Saint Paul, MN, the dean will provide overall leadership, management and supervision for an expanded Liberal Arts transfer education program. This position will be instrumental in designing new degree and emphasis offerings for the College, determining student and community needs, establishing partnerships with surrounding educational and community institutions and developing or expanding core disciplinary departments within the College.

Responsibilities include departmental management and supervision; program design innovation; faculty/course scheduling; divisional assessment and accreditation processes; program budgeting and review, business/industry/internal communications liaisons; faculty, staff and program hiring, faculty/staff evaluation; monitoring of division productivity indicators; college committee participation; and policy management. This position reports to the chief academic officer and is a member of the college management team.

Successful candidates will have at least three years of administrative experience in a college or university environment plus teaching experience in a related field or discipline. Masters degree in a related discipline required, doctorate degree preferred. The Hiring Range for this position is \$72,000 – 100,000 with excellent benefits. The full salary range is \$115,474. Review of resumes will begin August 2, 2010. The position will remain open until a suitable candidate is hired. Questions about the specifics of this position can be directed to Peggy Kennedy, Senior Vice-President for Academic/Student Affairs, at 651-846-1363.

Saint Paul College is an Equal Opportunity Educator & Employer.

To apply send, fax or email cover letter, resume, official transcripts and the contact information of three professional/business references to:

Saint Paul College
Attn: Human Resources
235 Marshall Avenue
Saint Paul, MN 55102
FAX: 651-846-1462
Email to: employment@saintpaul.edu