CLARK ATLANTA UNIVERSITY
Job Description

Position Title:	**Associate Dean of Academic and Student Affairs**
Department:	**Whitney M. Young, Jr. School of Social Work**
Reports To:	**Dean**

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Whitney M. Young, Jr., School of Social Work (WMYJSSW) at Clark Atlanta University in Atlanta, GA, seeks an innovative leader who possesses strong communication, interpersonal, and organizational skills to serve as the next Associate Dean. The position is a 12-month tenured, full-time appointment. Candidates shall have a strong record of excellence in research and scholarship, teaching, and service that merits appointment as a tenured Associate or Full Professor.

The Associate Dean will oversee and coordinate academic program implementation and student services to support student academic and professional development success, along with engaging with quality improvement activities in support of educational and accreditation processes. The Associate Dean shall abide by the provisions of the Clark Atlanta University Faculty Handbook and any approved revisions thereof, departmental/program, school, and university policies, and the By-laws of the Board of Trustees. WMYJSSW seeks to recruit faculty who enthusiastically support the University's strong commitment to the academic success of all our students.

Required Qualifications:

- Earned doctorate in social work or closely related field.
- Master's degree in social work (MSW) from a CSWE-accredited program.
- Strong record of excellence in research and scholarship, teaching, and service that merits appointment as a tenured associate or full professor.

Preferred Qualifications:

- Leadership experience as a social work program director (BSW, MSW, PhD, DSW, or Practicum).
- Experience with CSWE accreditation.
- Teaching experience at the undergraduate or graduate level.
- Experience teaching online or online course development experience.
- Commitment to working successfully with underrepresented and marginalized populations.
- Commitment to the social work community via professional organization membership(s) and service.
- Record of pursuing external funding or serving on funded projects.
- Record of service at university, school/college/department, or community level.

***Examples of Duties and Responsibilities*:**

- Supervise academic Program Directors.
- Serve as academic and professional conduct monitor for School
- Lead CSWE reaffirmation process.
- Collaborate with the Dean to plan and execute strategic initiatives.
- Serve as School liaison for key university partnerships such as the Office of Institutional Assessment and Effectiveness.
- Collaborate with Program Directors to develop academic schedules and identification of adjunct faculty.
- Participate in service to the School, University and Community (including program meetings and committee work).
- Continued professional growth as evidenced by research, publications, and other scholarly activities, and involvement in professional associations and continuing education.
- Promote knowledge, skills, and values expected of professional social workers, and consistently role model these competencies in all aspects of their work.

Required Documents:

Please submit the following documents for consideration:

- Letter of Application that addresses how your application meets the qualifications, expectations, and what you bring to this position.
- Curriculum Vitae
- Contact information of 3 professional references (name, email, phone)