

Associate Dean for Graduate Studies and Research

Diederich College of Communication

Marquette University

Milwaukee, Wisconsin

The J. William and Mary Diederich College of Communication at Marquette University invites applications and nominations for a visionary leader to serve as associate dean for graduate studies and research. The position is a full-time, 12-month appointment to begin on July 1, 2013.

Position Overview

The associate dean serves as an intellectual leader for the research and creative community of the college and its graduate programs. The Diederich College of Communication includes four departments: digital media and performing arts; journalism and media studies; strategic communication; and communication studies. Eight undergraduate majors include advertising, public relations, corporate communication, journalism, media studies, theatre arts, communication studies and broadcast and electronic communication. At the graduate level, master degrees and a graduate certificate in digital storytelling are offered. The college also offers an M.A degree in communication and a certificate in digital storytelling.

The Marquette mission of excellence, faith, leadership and service defines the culture within which the successful candidate will find opportunities to grow professionally, contribute broadly, and make a significant impact on graduate education and scholarship in the Diederich College.

Essential Functions

The associate dean for graduate studies and research directs and manages all college graduate programs, and supports faculty in pursuit of scholarly success. Reporting directly to the dean of the College, the associate dean is a key member of the administrative team, responsible for: the management and supervision of master and graduate certificate programs; fostering and enriching a college culture to promote and support excellence in scholarly and creative work; providing leadership in graduate curriculum and program development and innovation; and contributing to the professional development and mentoring of faculty members in all stages of their careers.

Duties & Responsibilities

Management of the graduate program: the faculty and staff of the Diederich College seek an associate dean with the experience to manage a thriving graduate program. The ideal candidate will demonstrate a passion for engaging with graduate students and faculty. The associate dean will manage all dimensions of the graduate program by:

- Actively promoting the program and recruiting a diverse student population;
- Supporting and advising graduate students, which includes managing comprehensive exam process, leading graduate orientation; conducting workshops for students on topics such as writing theses and developing professional projects;
- Coordinating teaching assistant and research assistant positions;
- Leading the assessment process for the graduate programs;
- Chairing the college's graduate committee.

Fostering a Culture that Promotes Scholarly and Creative Excellence

The associate dean will be a visible leader who will work with faculty to maintain and enhance the college's reputation as a center for excellence in creative and scholarly work. The associate dean should have an appreciation for, and some familiarity with, all of the areas of interest and expertise within the college. The associate dean will be responsible for supporting faculty scholarly and creative work by:

- Making the college more competitive in the pursuit of grants, collaboration opportunities, fellowship and other sources of external funds;
- Organizing annual research symposium, colloquia and other related programs;
- Recognizing faculty accomplishments through research reception, faculty awards and other programs;
- Enhancing the visibility of the graduate student and faculty accomplishments.

Leading Curriculum and Program Development

The faculty and staff will look to the associate dean to have a vision for how the graduate programs may be developed to address the rapidly changing communication context of this century. The associate dean will be expected to work collaboratively with college faculty to consider how the graduate curriculum might be revised to better develop students. In addition, the associate dean will have opportunity to partner with faculty to develop new graduate programs. The associate dean will be responsible for maintaining and expanding the graduate curriculum by:

- Staying abreast of current best practices in graduate education in the fields of communication and performing arts represented in the Diederich college;
- Working with faculty to develop new graduate courses;
- Teaching in the graduate program;
- Pursuing resources for new program development, including collaborative, interdisciplinary and international opportunities.

Supporting Professional Development

Research and creative work are central to the Diederich College. The associate dean is the point person for providing faculty with the support needed to continually advance and progress in their academic careers. The associate dean serves an important role in contributing to the research and creative culture by:

- Coordinating a faculty mentoring program that addresses the interests of faculty at all stages of their academic careers;
- Assisting the dean and department chairs in guiding faculty through the tenure and promotion process;
- Participating in faculty review process as it relates to research and creative activity of faculty.

The J. William & Mary Diederich College of Communication is one of 12 academic divisions at Marquette University. A \$28 million gift from the Diederich family has allowed the college to make several advancements in recent years and provides opportunity for further expansion and improvement. The gift has allowed for generous support for faculty research and teaching, for the renovation of Johnston Hall, the College's home, and for the purchase of up-to-date laboratory and studio technology. Marquette University is an urban Catholic, Jesuit university dedicated to a principles of excellence, leadership, faith, and service. It is located on the edge of downtown Milwaukee in the 35th largest (DMA) television market, within 90 miles of Madison, WI and Chicago, IL.

Qualifications (Knowledge, Skills, Abilities)

Candidates must have:

- an earned doctorate degree or terminal degree from an accredited college or university in a discipline or area represented within the College;
- a record of scholarship, teaching and service commensurate with the rank of associate or full professor;
- a successful record of teaching at the graduate level;
- some administrative experience in an academic setting;
- ability to work independently as well as collaboratively with faculty, administrators and students.

Preferred candidates will also have:

- success in leading graduate programs;
- a track record of successfully pursuing fellowships, collaborative opportunities, grants (especially for research and scholarship) or other sources of external funds.

Application Procedure (on-line applications only):

Before electronically submitting your materials be advised to review the application process at Marquette University's Career Website <http://marquette.edu/hr/careers.shtml>

Applications must include:

1. A cover letter that addresses interest in and qualifications for the position, including a statement explaining the candidate's leadership philosophy and research interests,
2. a curriculum vitae,
3. evidence of scholarly success,
4. evidence of successful administrative experience,
5. names, addresses, e-mail, and phone numbers of at least three references.

Submit applications materials to:

<https://careers.marquette.edu/applicants/Central?quickFind=54049>. For more information, contact Dr. Sarah Feldner, sarah.feldner@marquette.edu 1131 W. Wisconsin Ave., Milwaukee, Wisconsin, 53233. Review of applications will begin on November 30, 2012 and will continue until the position is filled.

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