

# EXECUTIVE SEARCH PROFILE

## ASSOCIATE DEAN, SCHOOL OF BUSINESS AND PROFESSIONAL STUDIES



## CONCORDIA UNIVERSITY

### IRVINE, CA

FALL, 2007

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### **THE OPPORTUNITY**

To provide leadership to Concordia University's School of Business and Professional Studies while working with faculty, administration and the community to take the business program to its next level of excellence. The School of Business and Professional Studies aspires to be one of the best Christian business programs of its type in the region. This position offers the associate dean an excellent opportunity to help define and build the School of Business and Professional Studies to support and enhance the overall mission and strategy of Concordia University.

### **CONCORDIA UNIVERSITY**

#### **History**

The story of Concordia University dates back to the mid-1950s when a small group of Southern California Lutherans began to plan for a Lutheran college to serve the people of the Pacific Southwest. An extensive search for the "perfect" site led to Irvine, California. Construction of the campus began in 1975, and in 1976 classes were held for the first time at Christ College Irvine, the original name of the

institution. From a single building and thirty-six students, the school has grown to twenty buildings and an enrollment of approximately 2600.

In February 1993, the Board of Regents of Christ College Irvine, responding to a decision by The Lutheran Church—Missouri Synod to incorporate its ten colleges and universities into the Concordia University System, voted to change the name of Christ College Irvine to Concordia University. This Concordia University System, along with the two seminaries and over 80 high schools and 1,600 elementary schools of The Lutheran Church—Missouri Synod, comprises the second largest church-related school system in the United States.

### **Mission Statement**

Concordia University Irvine, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service and leadership.

### **The Great Commission of Christ Jesus**

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age. Matthew 28:19-20

## **THE POSITION**

The associate dean is a senior member of the faculty in the School of Business and Professional Studies and reports directly to the Dean. Reporting to the associate dean are full time, resident and adjunct faculty of the School.

### **Background**

The School of Business was established in 1988 by Dr. Richard Harms, who served as its founding dean. Dr. Harms reduced his load to resident faculty status in 2005 and retired completely from the University in 2007. In 2005 Dr. John Rooney served as Acting Dean. Dr. Tim Peters was appointed as Dean in 2006 and has successfully merged the School of Business and the School of Adult Studies. Currently the school has approximately 200 undergraduates and nearly 90 graduate students; it serves students both at Concordia's main campus in Irvine and at a satellite campus in Temecula.

### **The School of Business and Professional Studies**

The School of Business and Professional Studies offers a Master of Arts in Business Administration with an emphasis in Business Practices or Entrepreneurship; an undergraduate major in Business Administration with emphases in Accounting, Finance, Information Technology, Management, Marketing or Sport Management; an adult degree completion program; and a Master of Arts in International Studies. The School of Business and Professional Studies also houses the university's English Language School, as well as several certificate programs and China educational initiatives. The business programs fit well within the overall school goal of synthesizing multiple programs that offer business opportunities in education.

### **Opportunities & Challenges**

Major opportunities for the Associate Dean of the School of Business to build upon include:

- Recruiting new faculty to support the growth in undergraduate enrollment.
- Developing stronger academic emphases in various business areas that can grow to full majors.
- Promoting faculty development in order to improve the quality and reputation of academic offerings within the School.

- Initiating extra-curricular programs that assist business students in practical and professional opportunities
- Developing stronger business partnerships for the School within the Orange County business community.
- Assisting with leadership in new strategic directions for the undergraduate programs.
- Providing leadership within the undergraduate business programs in Temecula
- Employing the best practices in higher education enrollment management by involving the faculty of the School in recruitment and retention efforts.
- Extending the influence of the School to the larger community by participating in civic affairs and engaging in fund raising opportunities.

### **Duties and Responsibilities**

The Associate Dean's primary duties include but are not limited to the following:

- Provide leadership and direction for the undergraduate business programs.
- Assist the Dean in the area of academic leadership by supporting the faculty in the undergraduate business programs.
- Plan and schedule classes, faculty assignments and faculty evaluations in consultation with the Dean and Office of the Provost.
- Oversee program assessment in consultation with the Dean and the Office of the Provost and ensure that the faculty embrace academic assessment as a key component of the curriculum.
- Develop and maintain effective relationships with the regional business community.
- Grow the enrollment of the undergraduate programs and expand course offerings to satellite locations.
- Heighten the visibility and academic reputation of the School's programs.
- Prepare and manage budgets in consultation with the Dean and the Office of the Provost.
- Assist in the selection, training and assessment of adjunct faculty.
- Work collaboratively with the Dean and other University leaders to support the Mission Statement and Strategic Plan of the University.
- Monitor marketing trends and plan for applicable changes within the School's programs that meet the demands within the University's Strategic Plan.

### **QUALIFICATIONS**

The President, Provost, fellow Deans and School of Business and Professional Studies faculty seek an Associate Dean with excellent academic and professional credentials who is a builder of people and programs and who:

- is a person of unquestioned integrity and ethics.
- displays enthusiasm, dynamism, energy and a strong sense of vision.
- demonstrates exceptional relationship skills.
- has successfully led teams and built programs.

- possesses a graduate degree, preferably a PhD or DBA, in a business or management discipline.
- is committed to the holistic learning and growth of diverse students.
- has significant administrative experience in higher education and/or business.
- demonstrates experience with many of the following:
  - Adult learners
  - E-learning
  - Entrepreneurialism
  - New ventures
  - Program review and assessment
  - Marketing
  - Fundraising
  - Multi-site educational delivery systems
- has excellent communication skills and the ability to work with diverse constituencies.
- possesses fundraising skills.

## APPLICATION PROCEDURE

Send nominations and/or application materials via either US mail or email to one of the addresses listed below. Please include a letter of interest, CV or resume, and an official University Application for Employment which can be found on our website [www.cui.edu](http://www.cui.edu); select *About CUI* in the bar across the top of the page, select *Employment* in the drop-down window. In the left-hand column select *Faculty Employment*.

Office of the Provost  
 Concordia University  
 1530 Concordia West  
 Irvine, CA 92612

Email can be sent to the Provost Office's via the administrative assistant [karen.strubbe@cui.edu](mailto:karen.strubbe@cui.edu).

The initial review of applications will begin immediately, and continue until the position is filled.