DEAN OF THE

School of Business
The Opportunity

The Dean is responsible for providing dynamic and effective leadership in the operation and development of the School of Business, including the areas of planning, budgeting, personnel, and curriculum. The Dean must actively support the mission of the College, working with faculty, staff and students to share in the institution’s core values of truth, compassion, justice, community, and partnership. The Dean reports to the Vice President for Academic Affairs (VPAA).
Since 1927, students have enjoyed this comfortable and friendly 55-acre campus, located in Madison, Wisconsin. As an independent liberal arts college, our campus community enjoys opportunities for learning in and out of the classroom, and makes the connections we all need for a great career, and a lifetime of learning.

As a Catholic college in the Dominican tradition, we are committed above all to the lifelong search for truth, pursued by men and women of all nationalities and backgrounds. All of us -- regardless of our personal spiritual beliefs -- are partners in the pursuit of a just and compassionate world.

Our Monroe Street campus is alive with fulltime undergraduate students, returning adult students, and graduate students who enjoy challenging and engaging educational experiences. We continue to introduce new academic programs that help students prepare for an increasingly dynamic world. Our Deming Way campus on Madison’s west side serves as the hub for many of our returning adult and graduate programs. And we've added online delivery of some of our programs that maintains and enhances the quality experience our students expect.
MISSION & IDENTITY

The College is sponsored by the Dominican Sisters of Sinsinawa, a community formed on August 4, 1847, by Fr. Samuel Mazzuchelli, O.P., in Sinsinawa, Wisconsin. “O.P.” stands for Order of Preachers, and is carried by members of the Dominican community.

OUR MISSION — What we do

Edgewood College, rooted in the Dominican tradition, engages students within a community of learners committed to building a just and compassionate world. The College educates students for meaningful personal and professional lives of ethical leadership, service, and a lifelong search for truth.

OUR IDENTITY — Who we are

Sponsored by the Sinsinawa Dominicans, Edgewood College is a community of learners that affirms both its Catholic heritage and its respect for other religious traditions. The liberal arts are the foundation of all our curricular offerings in the humanities, arts, sciences, and professional programs. Committed to excellence in teaching and learning, we seek to develop intellect, spirit, imagination, and heart. We welcome women and men who reflect the rich diversity of the world’s cultures and perspectives. We foster open, caring, thoughtful engagement with one another and an enduring commitment to service, all in an educational community that seeks truth, compassion, justice and partnership.

OUR VISION — What we seek

To be a college of choice where students are transformed within a highly engaged, integrated learning community committed to personal fulfillment and the common good.

OUR PROMISE

What is meaningful to members of the Edgewood College community, experienced consistently enough that we can promise it with integrity? Connecting learning, beliefs, and actions.

PURSUING THE VISION 2012-17 — Strategies

- Cultivate an inclusive teaching and learning environment that facilitates student growth, achievement, and preparation for meaningful personal and professional lives.
- Encourage civic engagement by Edgewood College faculty, staff, and students as active members of the campus and broader community.
- Attract, retain, and develop high quality faculty and staff.
- Advance the infrastructure necessary to support our efforts.
- Ensure financial health through an environment of entrepreneurship, creativity, and stewardship.
- Assess learning and institutional effectiveness to inform decision-making, encourage continuous improvement, and provide a basis for our communication with external audiences.
MADISON, WIS.

Madison is a rare combination of thriving businesses, progressive government, rich culture and advanced education - all in a setting of rare natural beauty. Surrounded by five lakes, Madison is home to one of the best networks of biking trails in the US, distinctive locally-owned businesses, safe neighborhoods, excellent healthcare, green resources, superior public education, unique music venues and a burgeoning restaurant scene. Combine these factors with a low unemployment rate, a 15 minute commute downtown from most surrounding communities and a sense of personal security, and you have Madison – an outstanding place to live, work, and play.
Prior to taking the Presidency role in August 2014 Dr. Scott Flanagan served in leadership positions for over sixteen years at Edgewood College. He has played an integral role in the success of Edgewood College’s growth, and has emphasized a focus on an educational experience that prepares graduates not only for the workforce but also for ethical leadership, engaged citizenship, scholarship, and service.

He has served Edgewood College since 1998, as Dean of Admissions and Financial Aid, Vice President for Planning & Enrollment, interim Chief Financial Officer, and most recently as Executive Vice President. In addition, he has regularly taught a doctoral course in Higher Education Finance.

Dr. Flanagan previously served as Director of Admissions, Director of Athletics, and Assistant Vice President for Enrollment Services at the University of Saint Francis, in Ft. Wayne, Ind., where freshman classes tripled during his five years of leadership.

He has been a frequent presenter at national conferences on trends in higher education, strategic planning, enrollment management, leadership, and change management. He has also served as a consultant in the areas of enrollment management and strategic planning.

**President’s Council**

- Christine Benedict  
  *Vice President for Enrollment Management*
- Michael Guns  
  *Vice President for Business and Finance*
- Gary Klein  
  *Vice President for Institutional Advancement*
- Dean Pribbenow, Ph.D.  
  *Vice President for Academic Affairs/Academic Dean*
ESSENTIAL JOB FUNCTIONS

Academic Responsibilities:
1. Provides innovative leadership and direction for planning within the School.
2. Oversees evaluation of academic programs and services within the School.
3. Facilitates curriculum development, implementation, and review within the School.
4. Reviews and approves all curricular offerings and programs of study within the School in collaboration with heads of academic units, other Deans, and curricular committees.
5. Maintains open and effective communication within the School.
6. Provides guidance and inspiration in the areas of faculty and student scholarship.

Governance Responsibilities:
1. Serves as the School’s primary advocate with the College’s administration and with other Schools and constituent governing units within the College community.
2. Works collaboratively with other Schools to support educational preparation in a variety of fields of study.
3. Represents the School on policy-making bodies as defined by the Faculty Association by-laws and serves on appropriate councils and committees including the Deans’ Council.

Development Responsibilities:
1. Leads with creativity and vision in acquiring resources from public and private sources.
2. Stewards innovative strategies to enhance the visibility of the School on and off campus.

Finance Responsibilities:
1. Coordinates budget preparation and allocates resources to all programs within the School of Business.
2. Oversees and approves all fiscal and operational decisions affecting personnel, materials, and equipment.

Personnel Responsibilities:
1. Oversees and recommends approval of the recruitment and employment of academic and administrative personnel in the School.
2. Maintains responsibility for faculty orientation in the School.
3. Strengthens and promotes efforts to attract and retain a highly qualified and diverse population of faculty, staff, and students.
4. Superintends the process of faculty evaluation and forwards recommendations to the VPAA and the committee responsible for promotion and tenure decisions.
5. Directs annual staff evaluation process.
6. Facilitates faculty and staff development efforts.
JOB QUALIFICATIONS

Required Education, Skills, and Work Experience:
• Ph.D. or equivalent terminal degree in relevant discipline.
• Distinguished record of teaching, scholarship, and service in higher education that demonstrates a commitment to academic excellence.
• Multicultural Competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.
• Experience with a variety of innovative teaching methods and/or curriculum development that includes the integration of multicultural education perspectives and components.
• Demonstrated ability to lead through collaborative decision-making and ability to work effectively with internal and external constituents.
• Demonstrated success in working and interacting with diverse populations.
• Experience in supervising both academic and administrative personnel.
• Exemplary public and interpersonal communication and presentation skills.

Preferred:
• Higher education administrative experience.
• Successful record of leadership and accomplishment in areas such as: strategic planning; faculty leadership and personnel administration; budget development and management; curriculum design and development; administration of exemplary academic programs with success in improving educational outcomes and student retention.
• Experience integrating communication, technology, and information resources into teaching and other operations of the college.
• Demonstrate a successful record of external fundraising, grant writing, and grant management.
• Demonstrated success in attracting and retaining faculty of color, and other under-represented groups.
• Demonstrated organizational, financial and entrepreneurial skills.

Other Qualifications/Requirements:
The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.
WORKING CONDITIONS AND PHYSICAL EFFORT

- Work is normally performed in a typical interior/office work environment
- Work involves considerable amounts of computer usage and repetitive hand and eye motions. Must be capable of sitting for more than four hours per day.
- No or very limited exposure to physical risk
- No or very limited physical effort required

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

TO APPLY

Send a letter of application, resume, and references to:

Edgewood College
Human Resources – DSOB
1000 Edgewood College Drive
Madison, WI 53711

E-mail:
humanresources@edgewood.edu

Equal Opportunity Employer