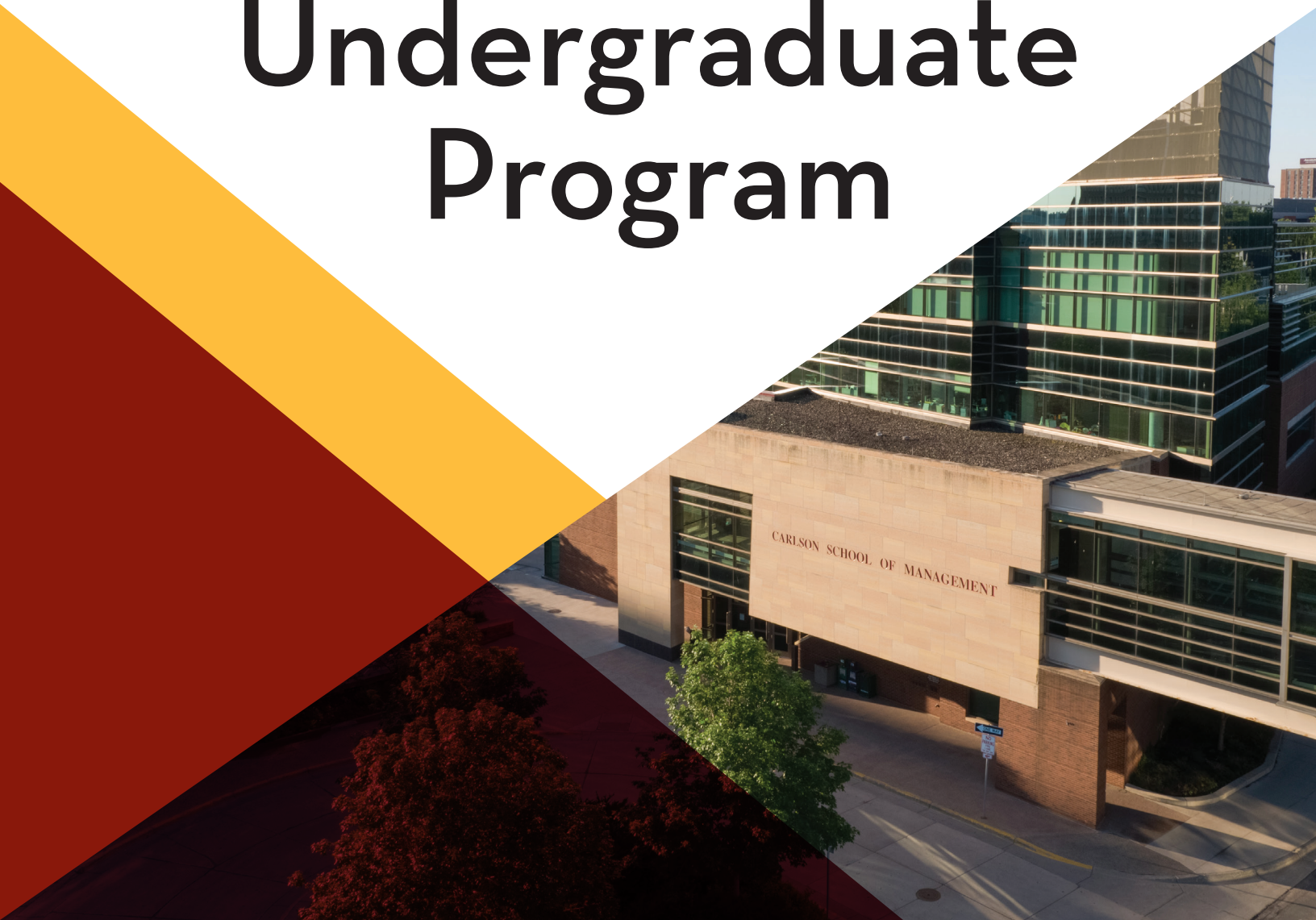


CARLSON SCHOOL
OF MANAGEMENT

UNIVERSITY OF MINNESOTA

Assistant Dean

Undergraduate
Program



ORGANIZATIONAL OVERVIEW

Based in the Twin Cities of Minneapolis and Saint Paul and hosted in the University of Minnesota, the Carlson School is a leader in business education and research. The school's approach connects students to unique experiential learning opportunities, dynamic international education programs, and a vibrant network of businesses throughout the state and beyond.

Founded in 1919, the School is housed in two state-of-the-art buildings, a stone's throw from downtown Minneapolis. The School's over 100 faculty are ranked #3 among U.S. public university business faculty for intellectual contributions. The School also draws from the strength of the University of Minnesota, a Big Ten R1 university, through collaborative research and dual degree programs across disciplines, as well as the strength of the global business community in Minnesota,



which includes 16 *Fortune* 500 firms and some of the largest private corporations in the world.

THE UNDERGRADUATE PROGRAM

The Carlson School Undergraduate Program has nearly 3,000 students and offers 10 majors and 13 minors within the School. The Undergraduate

Program seeks to be a truly world-class institution by providing a genuinely transformational educational experience, exceptional student and career services, and embodying full commitment to diversity, equity and an inclusive environment. The Undergraduate Program is currently ranked 14th overall by *Poets & Quants* and 19th by *U.S. News & World Report*.

OUR CURRICULUM

The recently re-imagined Carlson curriculum embodies **Business as a Force for Good** by focusing on:

- *People & Planet*: Preparing all students to lead with purpose in an interconnected world
- *Data & Decisions*: Navigating ambiguity and driving decisions with data by enabling all students to solve real problems in nonprofits, social enterprises and businesses
- *Fundamentals & Impact*: Building core business knowledge together in a supportive learning community for greater impact
- *Global Experience*: Becoming grounded and culturally aware leaders through an immersive international learning experience designed for all Carlson students

GUIDING PRINCIPLES

The Program is grounded in the following Guiding Principles to serve all students in how they study and grow inside and outside the classroom:

- **We Before I**: Our teamwork and inclusivity increase our impact
- **Why Before How**: Our curiosity and analysis lead to purposeful actions
- **Work Before Reward**: Our resilience and grit are keys to lifelong success

OVERVIEW OF POSITION

The **Assistant Dean of the Undergraduate Program** is responsible for strategic development, alignment, execution, long-term planning, and oversight of the Undergraduate Program (UG) as part of the Carlson School's senior leadership team. The Assistant Dean works collaboratively with the Carlson School faculty, department chairs, Enterprises, Carlson Global Institute, Institutional Advancement & Alumni Relations, Marketing & Communications, and other Carlson School and U of M units, as well as external stakeholders to deliver a program that prepares students for successful lives and careers. The Assistant Dean reports to the Associate Dean of the Undergraduate Program, and is actively in charge of the around 40 staff members in the following undergraduate program services:

- Student recruiting, admissions, enrollment and scholarships
- Undergraduate Business Career Center (career coaching and employer engagement)
- Academic advising
- Diversity, equity & inclusion
- Student engagement
- Marketing and communications
- Budgeting and fiscal oversight
- Human resources and daily operations

A successful candidate will be able to find ways to drive and support innovation across areas through the development of an organizational vision, assessment metrics, alignment of fiscal and personnel resources with priorities, and the development of a strong organizational climate and culture to sustain high performance and excellence in an inclusive atmosphere. The Assistant Dean must demonstrate strategic collaboration and productive relationships in the Carlson School of Management, the broader University, and external stakeholders.

PRIORITIES FOR THE POSITION

- Demonstrated ability in strategic planning and leading change, resulting in high-performing and engaged teams whose work aligns with strategic priorities.
- Identifiable skills and experience in developing and implementing processes and systems that use metrics to measure goal attainment and employee accountability.
- Model a commitment to diversity, equity, and inclusion by harnessing diverse perspectives and working across value systems to move UG and college initiatives forward.
- Ability to communicate in a way to inspire a shared vision and gain buy-in.
- Demonstrated skills to build and manage teams who develop and maintain national and international external relationships to achieve outcomes in higher education.
- Ability to expand opportunities for the program geographically and by industry type through national & international student placement across diverse industries and national & international student recruiting.





PRIMARY RESPONSIBILITIES

Leadership, Management and Supervision (50%)

- Partner with the Associate Dean to develop, communicate and execute a shared strategy for the undergraduate program, including a strategy that emphasizes diversity, equity & inclusion in all aspects of student and staff life.
- Identify new initiatives that support the strategic vision, directing strategic planning and goals, processes, accountability measures, and change management activities within the UG to best facilitate the Carlson academic and educational missions. Develop innovative solutions for difficult and complex problems.
- Provide leadership to supervisors and professional staff, and be accountable for the performance, results, behaviors, communication and culture of multiple student services units. Ensure that high standards are upheld in all processes and in the delivery of services, including modeling Undergraduate Guiding Principles and establishing policies and procedures that are sensitive to issues of fairness, equity, and accessibility.
- Responsible for building a highly productive and engaged team of student services professionals and supervisors to include: prioritizing and assigning work, conducting performance evaluations, ensuring appropriate training, coaching and development, maintaining a healthy and safe working environment, and making hiring, promotion, reward, termination, and disciplinary decisions. Cultivate a work environment which attracts, rewards, engages, and develops high-performing employees.
- Lead and oversee all-staff meetings, leadership meetings (directors/supervisors), and individual 1:1 meetings with direct reports. Oversee the planning of annual retreats, program-wide professional development, and celebrating program accomplishments.
- Lead the overall programmatic assessment strategy, involving key stakeholders in the process, planning, and reporting. Ensure values and outcomes are clearly articulated and measured in an ongoing manner. Work with program staff to set assessment goals, leverage assessment tools, and benchmark nationally to develop insights for programmatic and operational decision-making. Share assessment outcomes with various stakeholders.

Internal Relations—Students, College & University Partnerships (30%)

- Serve effectively as the “voice” and “face” of the program for Undergraduate students, student groups, and parents. Represent the undergraduate students or program at events and ceremonies.
- Support and advance the Associate Dean’s efforts in the areas of faculty affairs, curriculum implementation, curriculum/program assessment, course delivery, teaching excellence, course planning, new curriculum development, and the Carlson Honors program. Contribute to the formation, implementation, and improvements of academic and student conduct policies.
- Articulate clear academic and cultural goals & expectations for students. Motivate them to aspire to high levels of achievement, generate enthusiasm for learning, respect difference, and foster pride and engagement with the Carlson community.
- Create a strong organizational climate and structure of access and inclusion. Work with students and college/university units to provide support, access, equity, and/or enhancing programmatic content to meet the needs of diverse students.
- Provide leadership and strategic insights on behalf of the UG to major Carlson and/or University-wide task forces or committees to ensure an infrastructure for quality student services and programs are in place for business students.
- Effectively collaborate, influence, engage, and maintain productive relationships with students, Carlson School academic and administrative partners (Dean’s office, Carlson Global Institute, Marketing & Communications team), and University stakeholders (Office of Undergraduate Education, Office of Student Affairs, Admissions office) while advancing the vision, strategy, and priorities of the Undergraduate Program.
- Serve as an active member of the Carlson School’s Executive Committee, Undergraduate Faculty Advisory Council, Core Council and other committees as required.
- Engage with the Carlson Global Institute to develop and implement appropriate global experiences and intercultural competence measures for quality student experiences.

- Responsible for addressing student feedback & concerns. Establish and improve upon policies and procedures that are sensitive to issues of fairness, equity, and accessibility.

External Relations, Program Marketing & Reputation Management (20%)

- Initiate, build, and maintain relationships with external partners in areas where these partnerships are critical for current and future programmatic excellence. Represent the UG in external communities.
- Drive prospective student and business stakeholder engagement strategy at the local, national and international level for the purpose of achieving enrollment, business development, and industry engagement goals. Responsible for identifying stakeholder needs and behaviors, influencing recruitment strategies, ensuring strong and diverse enrollment of future classes, and securing fiscal and project-based business engagement.
- Actively promote the Carlson Undergraduate Program to enhance national and international brand & reputation. Manage relationships with the media and organizations that conduct rankings.
- Partner with Carlson’s Institutional Advancement Office to advocate and fundraise for the undergraduate program to benefactors, organizations and corporations, and foundation executives. Develop and maintain relationships in order to support undergraduate scholarships and other program initiatives.
- Oversee alumni relations and partnership with the Undergraduate Advisory Board, collaborating with Carlson alumni and business partners to foster deeper engagement with the Carlson School.
- Collaborate with and represent the undergraduate program to the local business community, the broader University of Minnesota community, the state legislature, and the national higher education community as needed.
- Participate in national business and higher education organizations (e.g., NUBS) on a regular basis, representing and promoting the program to the national higher education community.

DESIRED QUALIFICATIONS

Minimum Required Qualifications:

- Requires a BA/BS degree
- 7 years of experience in higher education and/or relevant industry experience.
- Administrative experience in an educational setting, including management and supervision of a team, and oversight and accountability for administrative and operational activities.
- Evidence of commitment to increasing access, diversity, and inclusion.
- Ability to communicate effectively with others, including verbal, non-verbal, written, and intercultural communication.

Preferred Qualifications / Selection Criteria:

- Advanced degree (e.g., Masters, etc.) in a relevant field.
- 6 or more years of leadership experience in an educational setting, including management and supervision of a high-performance team, and oversight and accountability for administrative and operational activities.
- Knowledge of and appreciation for business education.
- Demonstrated ability to drive the assessment of new or ongoing initiatives to inform decision-

APPLY

Priority hiring deadline is July 4.

External Candidates:

z.umn.edu/UGAsstDeanExt

Internal Candidates:

z.umn.edu/UGAsstDeanInt

OR visit humanresources.umn.edu/jobs and search for Job ID #341071

- making (e.g., assessment design, collection, benchmarking, analysis, and reporting).
- Evidence of ability to increase access, diversity, and inclusion with an understanding of the importance of delivering student support services to specific student populations.
- Demonstrated ability to build and manage engaged teams to achieve outcomes in higher education (e.g., Setting and measuring goals, employee accountability, organizational culture and effectiveness).
- Ability to inspire a shared vision and relate to employees, influencing and aligning efforts of others to advance current and future priorities.
- Ability to facilitate interpersonal problem solving (e.g., through negotiation, consensus building, compromise, conflict management).
- Evidence of ability to develop and maintain external relationships to advance current and future priorities.
- Evidence of ability to expand opportunities for the program geographically and by industry type through national & international student placement across diverse industries and national & international student recruiting.
- Experience driving strategic planning processes (e.g., strategic positioning, prioritizing objectives, and developing, executing, managing, measuring and reviewing).



ADDITIONAL INFORMATION

For additional information and to apply for the position, please contact:

Phil Miller

Search Committee Chair
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Vlad Griskevicius

Associate Dean, Undergraduate Program
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TWIN CITIES ~ MINNEAPOLIS AND SAINT PAUL

Incorporated as a city in 1867, Minneapolis is named for the Dakota word “Minne” (meaning “of the waters”) and the Greek word “polis” (meaning “city”). Minneapolis and its twin city, St. Paul, have over 3 million residents. Together they make up the 14th largest metropolitan area in the country.

The Twin Cities of Saint Paul and Minneapolis are a unique blend of small town and major cosmopolitan hub. Both urban cores boast a thriving business atmosphere. Saint Paul, as the state capital, is home to state government and has a more historical vibe. Minneapolis is the larger and more commercial of the two cities. Outside of the central downtowns, however, both cities have many distinct neighborhoods, and residents identify more with their individual neighborhood than with the larger city as a whole.

Both cities share a common root of being river towns—and the great outdoors are a major attraction for residents and visitors alike. In addition to the mighty Mississippi River, there are more than 100 lakes (more than 900 when including the suburbs), more than 250 parks,



and miles of biking and walking trails. Nearly every weekend in the summer there are several outdoor active events for participants and spectators—triathlons, biking races, running races, boat races, water skiing competitions, golf tournaments, and more. Neighborhood events and family events round out a full schedule of opportunities.

The active lifestyle of Twin Cities’ residents doesn’t lie dormant during the winter either. There are miles of cross-country skiing trails, several

downhill ski areas within an hour’s drive, ice skating, snowmobile riding, sledding, and—of course—ice fishing.

For those who prefer activity of the spectator variety, the Twin Cities is home to several major sports teams: Minnesota Twins, Minnesota Vikings, Minnesota Wild, Minnesota Timberwolves, Minnesota Lynx, and Minnesota United FC (soccer), in addition to the Division 1 Gophers teams at the University of Minnesota. There is also a minor league baseball team, the Saint Paul Saints. The





areas have hosted the World Series, Super Bowl, NCAA Basketball Finals, the USGA U.S. Open, PGA Championships and the Special Olympics. In 2018, the Super Bowl was played in a newly built state-of-the-art stadium.

But the Twin Cities have more to offer than participatory and spectator sporting events. There are countless arts and culture offerings here. The Grammy Award-winning Minnesota Orchestra has a reputation as one of the top orchestras in the world. The Saint Paul Chamber Orchestra is regarded as one of the finest chamber orchestras in the world. Since the early 1960s, the Guthrie Theatre has staged A-plus shows from the classical to the contemporary. Popular national shows and performers also tour through the Twin Cities year round at stages in both Minneapolis and Saint Paul, and at the University. There are

over 30 theatre venues, 10 dance companies, and 30 classical music groups in the cities of Saint Paul and Minneapolis alone.

For the museum-goer, there are more than 60 museums in the Twin Cities. The Science Museum of Minnesota and the Minnesota Children's Museum (both in Saint Paul) are highly interactive learning and fun experiences for the entire family. The Minnesota History Center is an interactive museum for all ages with permanent and changing exhibits, lectures and events.



The Minneapolis Institute of Arts has a collection of more than 100,000 pieces. The Walker Art Center has been called "possibly the best contemporary art museum in the U. S." by *Newsweek*, and has over 11,000 pieces. The University of Minnesota's Weisman Art Museum is also a contemporary art destination. Beyond the outdoor, sports, entertainment, and culture, perhaps the biggest attraction for the Twin Cities is the lifestyle. *Forbes* hailed Saint Paul and Minneapolis as the nation's healthiest cities. *USA Today* named Saint Paul as North America's "Most Romantic City." The Twin Cities offer award-winning restaurants (several chefs have been regional James Beard Award winners). In addition to the popular Mall of America, there are plenty of unique shopping districts in both cities and in the suburbs.