

# Assistant Dean for Administrative Services

## UW-Marinette

### **POSITION:**

The Assistant Campus Dean for Administrative Services is the chief financial officer, bursar, campus purchasing agent and manager of personnel, payroll and benefits, auxiliary and support services, safety and risk management, providing vision, leadership, and direction for management of the finances, grounds and facilities for the campus. The Assistant Campus Dean supervises physical plant and business office staff. This position reports directly to the Campus Executive Officer & Dean.

### **QUALIFICATIONS:**

A master's degree in business or related discipline is required. A minimum of five years of university experience in higher education is preferred. The successful candidate will demonstrate strong leadership and management skills and the ability to work effectively with students, faculty, staff, and the community.

### **THE CAMPUS:**

As one of the 13 University of Wisconsin Colleges, UW-Marinette provides freshmen and sophomores with a strong general education university transfer curriculum and hosts several UW baccalaureate programs via distance education. Each semester its beautifully wooded, bayside campus welcomes about 500+ students from Northeastern Wisconsin, the Upper Peninsula of Michigan, and around the world. It also provides the surrounding communities with continuing education, theatre, athletics, and cultural programming. Situated in a twin-city community of 24,000, one-hour north of Green Bay, the area offers natural beauty, excellent schools and healthcare, and affordable housing. For further information about the UW Colleges and the UW-Marinette Campus, please link to [www.uwc.edu](http://www.uwc.edu) and [www.marinette.uwc.edu](http://www.marinette.uwc.edu)

### **SALARY:**

Minimum salary is \$63,483. An excellent benefits package for academic staff is included; please see <http://www.uwsa.edu/hr/benefits/>.

### **APPLICATION:**

Applications must include a letter of interest, vitae, transcripts and contact information for five references. Electronic submission is required; send to: University of Wisconsin Colleges' Human Resources Director, Pamela Dollard at [pamela.dollard@uwc.edu](mailto:pamela.dollard@uwc.edu) with a subject line reading "UWMNT-ADAS." This is a rolling search. Seeking applications by November 13, 2009.

Application must be accompanied by a statement of whether the applicant wishes to have the application held in confidence or made available to the public upon request. If requested, confidentiality of an applicant can be maintained until an applicant is deemed a finalist in the search.

UW-Marinette is an AA/EO employer and encourages women, members of minority groups, and veterans to apply. Employment will require a criminal background check.