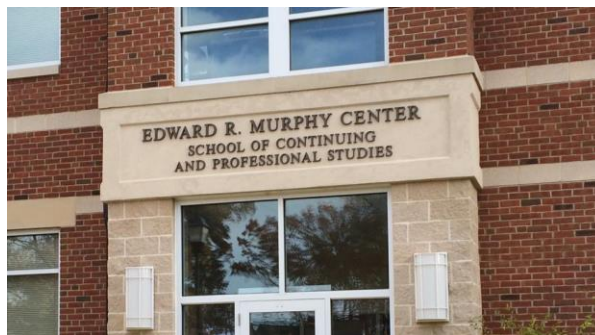


Elizabethtown College
Elizabethtown, PA

Position Specification

Dean, School of Continuing and Professional Studies
August 2015

Prepared by:
Summit Search Solutions, Inc.



Elizabethtown College
SCHOOL OF CONTINUING
AND PROFESSIONAL STUDIES
at The Edward R. Murphy Center

www.etowndegrees.com

THE INSTITUTION

Elizabethtown College is a selective, independent, residential coeducational college located on an attractive 200-acre campus in south central Pennsylvania, a short drive from Lancaster or Harrisburg. Its approximately 1,900 undergraduates hail from nearly 30 states and 40 foreign countries. The College has been named to the Higher Education Community Service Honor Roll and ranked in U.S. News & World Report's "Best Colleges" in the Northeast: first in commitment to teaching, the "best value" in the region, and fourth overall among baccalaureate colleges.

Molded by a commitment to educate for service, Elizabethtown College is a community of learners dedicated to educating students intellectually, socially, aesthetically and ethically for lives of service and leadership as citizens of the world. Founded by members of the Church of the Brethren, the College believes that learning is most noble when used to benefit others and affirms the values of peace, non-violence, human dignity and social justice.

An Elizabethtown College education is long lasting and far-reaching because it is deeply transformative. Students acquire new habits of mind and heart—some in the course of the undergraduate experience, others as students grow beyond college.

About the School of Continuing Education and Professional Studies:

The School of Continuing and Professional Studies (SCPS) offers a variety of academic degree programs at the undergraduate and graduate level for adults. SCPS delivers its programming at multiple locations including the Elizabethtown main campus, Harrisburg at the Dixon University Center, Lancaster at College Square on Harrisburg Pike, HACC Lancaster Campus, in York on St. Charles Way, and online.

The School extends the boundaries of the College's learning community to include a wider and more diverse population. The School expresses the values of the College's mission through a commitment to and advocacy of degree and non-degree academic programs for adult learners. In particular, the School embraces the values of human dignity and social justice by widening access to quality higher education for adults. In its programs and outreach, SCPS fosters a learner-centered academic culture that expresses the School's belief that learning is lifelong and most noble when used to benefit others. To read more visit www.ETownDegrees.com

Location: Elizabethtown, PA and other southcentral PA locations.



THE OPPORTUNITY

The **Dean of the School of Continuing & Professional Studies** is the chief administrative and academic officer for the School. The Dean is responsible for the development and administration of all academic policies, programs and budgets. He/she oversees faculty recruitment and evaluation, as well as student admissions and enrollment. Building upon a strong foundation of successful and diverse programming, the Dean will work closely with the Council on Academic Management, the Provost, the President, and the Board of Trustees to develop goals and operational plans for enhancing and expanding the School's programming.

Key Responsibilities:

- Provide all academic oversight and conduct long-range planning. Work with the Council on Academic Management to identify, develop and implement new academic programs which respond to the needs of the market, including online and technology-enhanced instruction.
- Building on the School's strategy, take advantage of opportunities to innovate and develop programming that keep pace with rapidly-changing market needs. This requires a deep analytical approach to the markets as well as engagement with potential community partners.
- Financially manage all programming, handling budgetary oversight and long-range planning.
- Negotiate, promote, and manage all contractual agreement related to facilities, vendors and other partnerships.
- Manage all academic and effectiveness assessment activities, including the faculty assessment process.

Reporting Relationships:

The Dean reports to the Provost and Senior Vice President of the College and direct reports include the Assistant Academic Dean, the Assistant Dean of Enrollment and Marketing, and the Director of Student Services.

QUALIFICATIONS & CHARACTERISTICS

Desired Qualifications:

- A Master's degree is required, terminal degree preferred, plus seven years of experience in continuing or higher education (or equivalent combination of education and experience).
- Understanding of current pedagogy, technologies and best practices related to adult education and accelerated learning.
- Knowledge of the trends in on-line education and technology-enhanced instruction.
- Experience in promoting educational programming and demonstrated ability to foster relationships and create collaborations leading to new programming.
- Demonstrated ability to design and implement a strategic plan, providing visionary and transformational leadership.
- Experience in financial management and planning and a track record of ensuring new initiatives are funded based on sound business plans with a high probability of robust and sustainable returns.

Characteristics:

- An innovative and creative leader with an entrepreneurial orientation.
- A strategic visionary able to respond to a changing higher education market.
- A dynamic, decisive, consultative manager able to motivate and inspire a highly effective team.
- An accomplished communicator who can develop strong relationships with campus stakeholders and community partners.
- A mission-driven leader who is able to advance the College's motto, "Educate for Service," and who embraces the College's philosophy of educating the whole person for meaningful life work in service to society.

PROCEDURE FOR CANDIDACY

Review of applications will begin immediately and remain open until finalists are identified.

Click the following button to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=5808920&portalID=5652>

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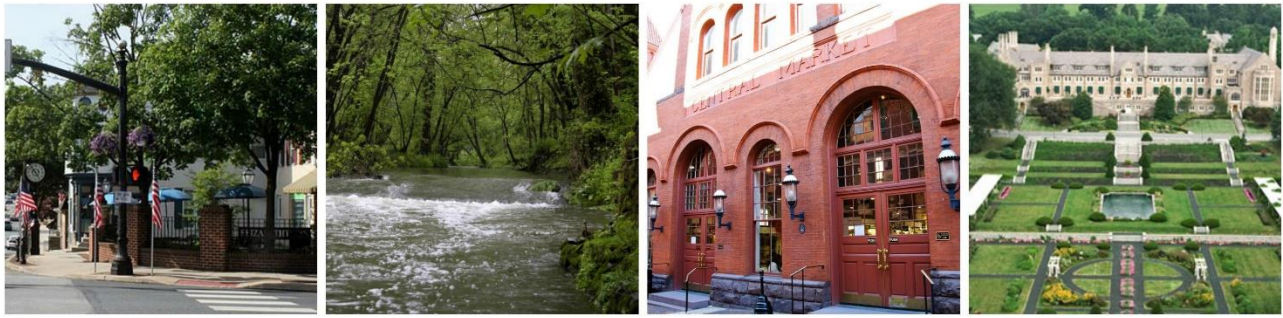
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As an equal opportunity employer, Elizabethtown College is seeking candidates who will enhance the diversity of its faculty, staff, and administration.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.



Elizabethtown, Pennsylvania

Elizabethtown is a quaint, yet vibrant, community with a growing population of close to 12,000 residents. Located in the northwest corner of Lancaster County, the Borough is in close proximity to Lancaster, Harrisburg and York. With Amtrak station service, Elizabethtown is only a quick train ride to major urban centers like Philadelphia, Washington D.C., Baltimore or New York City - making it an ideal place to live, work, and play.

Although progressive, Elizabethtown's downtown is still dotted by many 19th and early 20th century buildings, which lends historic charm. Stories of the past are also told via vivid paintings on the sides of the buildings throughout the city.

The locals say that the air is sweet – literally! On many days, the aroma of chocolate fills the streets because Mars Chocolate North America has a manufacturing facility right in the borough.

Interesting facts about Elizabethtown:

- Residents of Elizabethtown enjoy the borough's variety of nearby attractions to include Hershey Park, the Fulton Opera House, Masonic Village, Conewago Trail, and Pennsylvania Dutch Country activities.
- Elizabethtown has a strong and diversified economy. Healthcare remains the top industry while education, retail, senior living, and religious organizations are growth sectors.
- Based on average housing costs, utilities, health care, transportation, groceries and other services, Elizabethtown's cost of living is just under the national average.

For more information on Elizabethtown and surrounding areas:

Elizabethtown Borough: <http://etownonline.com>
 Elizabethtown Community: <http://www.etownonline.net>
 Discover Lancaster: <http://www.discoverlancaster.com>
 City of Lancaster: <http://www.visitlancastercity.com/>

If you travel north of Elizabethtown, in just under 20 minutes, you can enjoy a fun day in Hershey, PA – the town chocolate built!

This year-round, world-class resort destination offers the best in entertainment for visitors of all ages. Enjoy an amusement park, unique shops, and special events.

Other attractions not to miss while you're in town include a luxurious spa with signature chocolate treatments, four distinctive golf courses, and performances at the historic theatre.

If you're looking for another short day trip, drive only 20 miles to visit the capital of the Commonwealth, Harrisburg, PA.

Harrisburg is a town with a rich history that spans more than 200 years. You can tour historic, ornate buildings like the Capital and Rotunda or see performances at the Harrisburg Shakespeare Festival. Attend a Harrisburg Senators baseball game, or check out the Susquehanna Museum of Art. Every year, the Pennsylvania Farm Show delights 400,000 locals and tourists with exhibits, competitions, and plenty of food. Whether it's an outdoor event or indoor activity, you'll be sure to find lots of history and entertainment in Harrisburg!

Lancaster City, PA is a nearby city to the south. To get a 'taste' of this city, you can visit the Lancaster Central Market. This market is home to stands that have been owned and operated by the same families for many generations. In 1995 it was designated one of the "Great Public Places" in America. And most significantly, after 275 years of existence, the market remains essentially unchanged: local farmers and producers selling fresh, wholesome foods to friends and neighbors. And if it's the arts that you enjoy, you can attend the First Friday event where you can discover innovative exhibitions and performances as you walk the attractive streets lined with trees and distinctive architecture, unique boutiques and excellent restaurants which complement the art galleries, artisan studios, museums, performing groups, and symphony orchestra that comprise Lancaster's arts community.