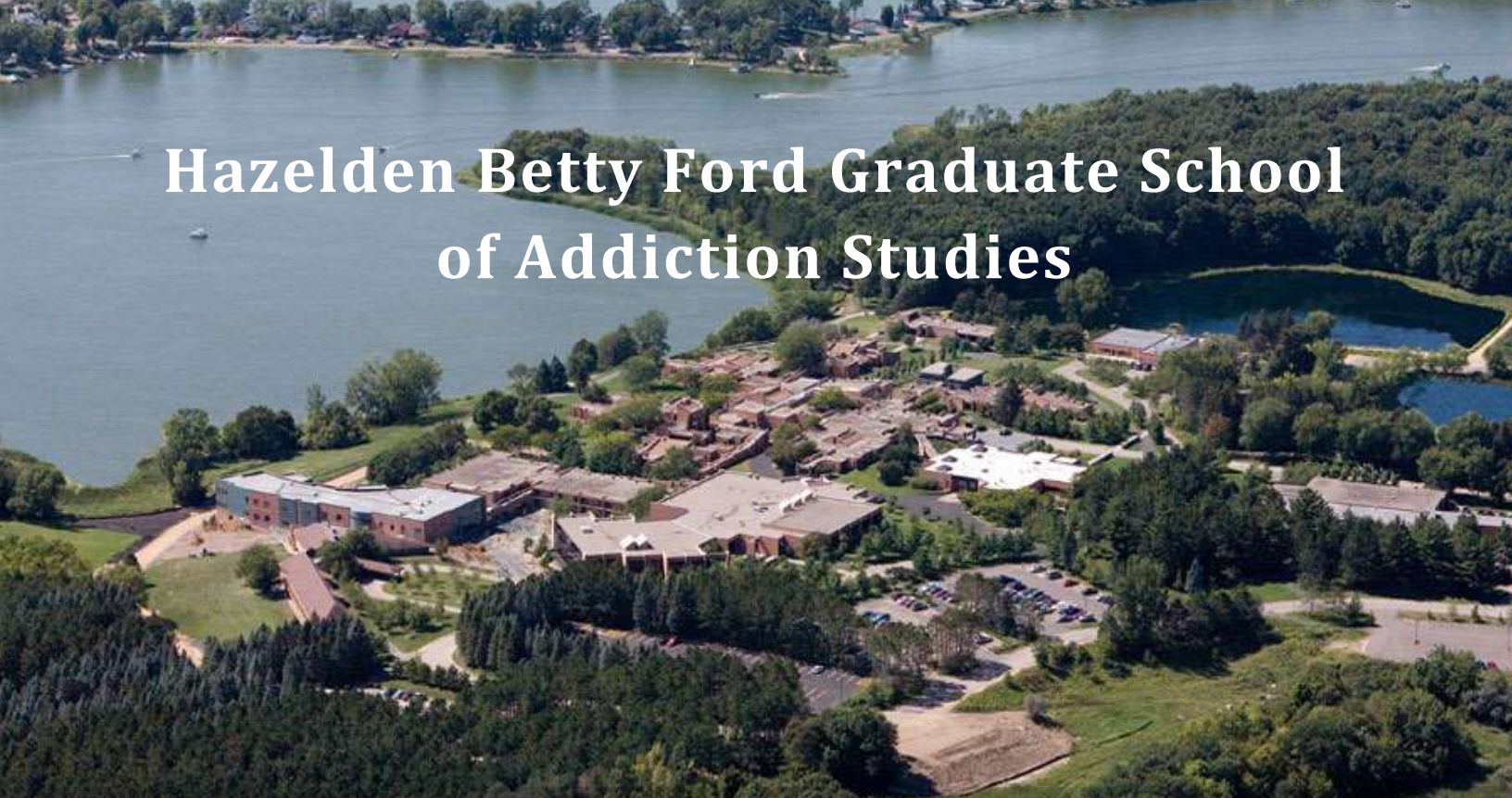


Hazelden Betty Ford Graduate School of Addiction Studies



Assistant Dean Position Profile June 2016

Hazelden Betty Ford



Graduate School
of Addiction Studies

WWW.HAZELDENBETTYFORD.EDU

THE ORGANIZATION

About the Hazelden Betty Ford Graduate School of Addiction Studies

The Hazelden Betty Ford Graduate School of Addiction Studies, located on the Center City, Minnesota campus of the world-renowned Hazelden alcohol and drug addiction treatment center, offers a unique curriculum that integrates theory, science and clinical practice from the first semester through graduation. The Graduate School emphasizes a scholar-practitioner model that allows the student to integrate coursework with internal or external clinical placements each semester. The clinical experiences allow students to observe, shadow clinicians, and practice newly developed skills. The Hazelden Graduate School of Addiction Studies is accredited by the Higher Learning Commission. The School's Board of Governors has recently approved the pursuit of CACREP accreditation for the Masters of Arts on Addiction Counseling Advanced Practice program. Currently serving over 250 students per year, the Graduate School is looking to significantly increase over the next several years and has recently added online programming options. To learn more: www.hazeldenbettyford.edu

About The Hazelden Betty Ford Foundation

The Hazelden Foundation and the Betty Ford Center are now one unified organization – the Hazelden Betty Ford Foundation. The Foundation is a force of healing and hope for individuals, families and communities affected by addiction to alcohol and other drugs. It is the nation's largest nonprofit treatment provider, with a legacy that began in 1949 and includes the 1982 founding of the Betty Ford Center. With 16 sites in California, Minnesota, Oregon, Illinois, New York, Florida, Massachusetts, Colorado and Texas, the Foundation offers prevention and recovery solutions nationwide. Hazelden and the Betty Ford Center were already the two biggest names in addiction treatment. Now working as one together, they can capitalize on the industry's most extensive expertise and knowledge to accelerate innovation and meet the opportunities and challenges of health care reform and the changing marketplace. Their unified vision is to help all those who seek recovery find it and are more equipped now to do that than ever before.

To learn more: www.hazeldenbettyford.org

Location: The campus is set in **Center City, Minnesota**, a 45-minute commute from the Northern suburbs of Minneapolis and St. Paul. It is an ideal environment for work and learning as it sits on 500 acres of rolling lawns, woods, lakeshore, and wetlands.



THE OPPORTUNITY

The **Assistant Dean** assists the Dean with school operations to support the Graduate School's mission, purpose and vision. He/she serves as a lead faculty member and administrator and ensures coverage of courses through the selection, development, and supervision of core and adjunct faculty members. The Assistant Dean innovates and continuously improves key education processes based on educational research, internal assessment data, and academic expertise, so that course offerings, teaching strategies and curriculum development demonstrate improved achievement of learning outcomes. He/she must be able to perform other duties assigned by the Dean and provide leadership in the Dean's absence. As a faculty member, the Assistant Dean can participate in clinical release time to practice in one of the Foundation's clinical sites.

Essential Duties & Responsibilities:

- Provide direction to core and adjunct faculty members to support the School's growth initiatives, ensure smooth daily operations, and empower faculty and staff in clearly defined processes and procedures.
 - Consistent with the Faculty Handbook, monitor and implement policies and procedures to assess and promote faculty development and performance.
 - Promote faculty input, buy in, and participation in Graduate School initiatives, such as process improvement initiatives, education innovation, team building, faculty/student rapport, and technology innovation.
 - Assist in providing formal and informal student/faculty conflict resolution, resolution of grievances and proactive management of potential conflicts of faculty/student interests.
 - Implement strategic plan to achieve the School's overall operations plans and growth initiatives.
- Supervises faculty
 - Facilitates the selection, placement, and development of new and existing core and adjunct faculty members.
 - Conducts one-on-one performance communication sessions with direct reports to measure progress on goals, faculty development plans, and provide feedback on progress on a regular basis, including formal annual performance communication.
- Participate in all aspects of the Graduate School in order to promote continuous improvement of key educational processes.
 - Provide feedback and participate in brainstorming regarding outreach techniques and marketing processes.
 - Participate in outreach activities, such as phone consultation and liaison with alumni.

- Participate in admissions recruitment and decision making processes and the new student orientation process.
- Participate in the development of class and course schedules.
- Collect and review data trends relevant to student performance and program evaluation data.
- Assumes leadership roles, such as chair for academic committees, process improvement teams, and workgroups.
- Teach and revise course content to ensure optimum learning outcomes.
 - Teach assigned courses.
 - Access faculty resources as instructional team.
 - Apply adult learning strategies.
 - Revise, update and improve course content.
 - Integrate key educational processes relevant to the school's learning model.
 - Participate in public speaking engagements.
 - Apply program evaluation, research and performance improvement information.
 - With direction from the Director of Online Learning, may design and deliver online courses using identified best practices.
- Demonstrates academic leadership through expert teaching practices including educational research, program innovation, curriculum design and related publications.
 - Develops and implements educational research projects relative to academic offerings and learning outcomes.
 - Participates in scholarship as defined in the Faculty Handbook.
 - Assists in the implementation of performance improvement initiatives.
 - Maintains, models, and provides training on expert teaching practices.
- Assure a safe and secure environment for patients, staff, guests, and visitors to include:
 - Maintain privacy, security, and confidentiality for all patients, past and present, based of federal and state regulations as well as Hazelden Betty Ford policies
 - Apply and adhere to standards and regulations for fire, weather, emergency, and environmental hazards
 - Work safely, using procedures and techniques that apply to work area and equipment, including ergonomics
 - Assure that doors, windows, and files are closed and/or locked based on department standards and expectations

Minimum/Essential Qualifications:

- Doctorate in Counseling, Psychology, Education or closely related field
- Substantial experience in higher education; advisement role, administrative level academics or related administrative position
- Professional experience in substance abuse prevention and treatment or related field
- Teaching, lecturing, training and/or education experience
- Demonstrated leadership and supervisory skills; with the ability to build effective staff, management and committee teams
- Competency in PC applications Microsoft Outlook, Word and Excel
- Excellent written and verbal communication skills

Preferred Qualifications:

- Doctorate in counselor education and supervision from a CACREP-accredited program or have been employed as full-time faculty members in a counselor education program for a minimum of one full academic year before July 1, 2013
- Record of academic achievement and demonstrated scholarship consistent with the rank of Associate Professor or Full Professor
- Current professional license, i.e., alcohol and counseling, mental health counseling, social work, psychology
- Experience recruiting, selecting, and supervising core and adjunct faculty members
- Knowledge of current educational technology tools
- Experience designing and teaching on-campus and online graduate courses
- Experience with institutional and programmatic accreditation
- Experience implementing best practices in the facilitation of academic standing committees

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled. Click the following link to apply and submit your CV/resume:



Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=7638275&portalID=5652>

For nominations or further information:

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Carrie Coward

President
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ccoward@summitsearchsolutions.com

Diverse individuals are encouraged to apply. The Hazelden Betty Ford Foundation is an equal opportunity employer for minorities, women, veterans, and those who have disabilities.

[Summit Search Solutions, Inc.](http://www.summitsearchsolutions.com)



Chisago County, Center City and Twin Cities of Minnesota

The **Chisago County Lakes** area offers rural charm, along with the convenience of being close to the Twin Cities. With a wide range of activities to choose from including fishing, hunting, biking, canoeing, snowmobiling and golf, the Chisago Lakes Area has something for everyone!

Enjoy 11 recreational lakes with over 6,000 acres of water, miles of shoreline to explore and many places to fish, boat, sail, ski, kayak, canoe and swim. Chisago area lakes have long been a destination for fishermen and outdoor recreation. Run, walk, hike or bike area trails and golf an 18-hole championship golf course. Numerous City Parks are available throughout the area with sandy beaches, picnic spots and playgrounds for family fun.

Chisago, the name of the county, comes from the Chippewa Indian word, Ki-Chi-Saga, which means Fair and Lovely Lakes. **Center City** became the county seat in 1875 and was the first permanent Swedish settlement in Minnesota. During the past two decades Chisago County has been one of the faster growing counties in Minnesota. Easy access from Minneapolis and St. Paul, the natural scenic beauty of the St. Croix River and its local lakes make the county a great place to visit and live.



Hazelden Betty Ford Graduate
School of Addiction Studies



The **Twin Cities** (Minneapolis–Saint Paul) are each a great metropolis with lots of things to see and do. Both offer world-class theater, great restaurants, live music and modern museums. Literally every day you'll find something fun and exciting to do, from the Minnesota Orchestra to the Minnesota Vikings. Neighborhoods house unique shops and ethnic eateries, while the Mississippi River and more than 20 lakes within city limits add to

the landscape. The cities boast of three world-class museums, and have more theatres per capita than any other city outside of New York. Culture is not only supported here but thrives.

For additional information on Chisago County, Center City and the Twin Cities of Minnesota, please visit:

Chisago Lakes Chamber <http://www.chisagolakeschamber.com/>

Chisago County Minnesota <http://www.co.chisago.mn.us/>

Explore Minnesota <http://exploreminnesota.com/>

Minneapolis St. Paul Visitors Guide to the Twin Cities <http://www.visit-twincities.com/>