

Wayne State College  
Wayne, Nebraska

## Position Profile

Dean of Education and Counseling

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Prepared by:

Summit Search Solutions, Inc.



# Wayne State College

[www.wsc.edu](http://www.wsc.edu)

## THE INSTITUTION

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For more than 100 years, Wayne State College (WSC) has been devoted to freedom of inquiry, excellence in teaching and learning, and regional service and development. Known for its friendly atmosphere, exceptional academic reputation and success of its graduates as well as its affordability, Wayne State is the college of choice for over 3,500 students. WSC is rapidly emerging into one of the most dynamic small, regional public colleges in the Midwest, located in Northeast Nebraska. Strong leadership, steady enrollment, a renewed focus on student development and teaching, and several recently completed building projects are indicators of the College's vitality.

In 1891, during its infancy, Wayne State started out as a teacher's college. Now, more than 125 years later, 1 out of 10 Nebraska teachers possesses at least one degree from Wayne State. Today, as a leading comprehensive college in Northeast Nebraska, it now offers more than 90 undergraduate programs and four graduate programs.

Located on a 128-acre campus, WSC provides education in a small, personalized setting as it boasts a 20:1 student-to-faculty ratio. Not only does WSC provide students with an outstanding education, but it addresses the needs of students with regard to its extra-curricular activities which include theater, music and athletic teams. Service-Learning is also an important component of education at WSC. Students lead community projects designed to integrate meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities.

Wayne State College is the only public college or university in Nebraska to receive recognition in the 2013 and 2014 *U.S. News and World Report* annual college guides, *Colleges of Distinction* and the *Washington Monthly College Guide and Rankings* wherein it is recognized as having the highest overall score of any public institution in Nebraska and is ranked second for community service participation. Wayne State has been named to the President's Higher Education Community Service Roll three years in a row. To read more visit: [www.wsc.edu](http://www.wsc.edu)



**Location:** Wayne, Nebraska

## THE SCHOOL OF EDUCATION AND COUNSELING

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The School of Education and Counseling at Wayne State College builds outstanding education professionals for schools in Nebraska and around the world. Working with students in a personalized setting, faculty at the School of Education and Counseling ensure that students are ready to take over their first classroom and powerfully influence the lives of others. The school provides opportunities for quality work experience before graduation, and campus facilities give students hands-on experience with the latest classroom technology. Candidates are prepared for certification in early childhood, elementary, middle grades, and secondary education. The school also prepares students for professions in counseling, built on a strong foundation of psychology and

sociology to develop understanding of individuals and the influence of social interaction. To learn more: <https://www.wsc.edu/education>

## THE OPPORTUNITY

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The **Dean of Education and Counseling** position is a 12-month administrative position that reports to the Vice President for Academic Affairs. It encompasses both leadership and administrative managerial roles. This position assumes primary responsibility and oversight of personnel, activities, budgets, and facilities in the School of Education and Counseling. The responsibilities of the Dean of Education and Counseling include but may not be limited to:

- Assuming primary responsibility for functions related to academic accreditation and external oversight.
- Leading and managing faculty to ensure all accreditation/oversight requirements for specialized programs (such as those of Coordinating Commission for Postsecondary Education in Nebraska) are met and reports are filed correctly and in a timely manner.
- Assisting the Vice President for Academic Affairs with issues related to curriculum policy and procedure.
- Working with programs and the Registrar to oversee and schedule curriculum and catalog changes.
- Assisting the Vice President for Academic Affairs with development and maintenance of the budgets for accreditation/oversight.
- Facilitating the connection between program accreditation and assessment.
- Representing the school in administrative and academic matters including recommendations to Dean's Council, Academic Council, President's Staff, and student services regarding programming, student engagement and success, and program needs.
- Coordinating and implementing appropriate technology, pedagogy, modes of delivery, and student learning paths to advance degree completion and retention.
- Administering school faculty and staff employment recommendations, evaluations, and professional development.
- Providing coherence and coordination of school activities related to curriculum development and implementation in accordance with applicable policies and procedures, programmatic and individual course offerings and scheduling, as well as assessment and improvement of academic programs and learning outcomes in partnership with the other deans who are responsible for the academic campus-wide leadership of curriculum and assessment.
- Serving as the responsible budget officer for the school; exercising budgetary oversight, supervising the handling of monies and budgetary needs.
- Communicating, collaborating, and building consensus effectively and appropriately with all members of the campus community.
- Managing student, staff, and faculty relation issues within the school and addressing and/or resolving conflicts in a productive and fair manner.
- Overseeing Education and Counseling programs, including student concerns and problems for education majors, managing the gateways for entrance and exit from teacher education programs, evaluating transfer credit and substitutions for education majors, CAEP/NCATE, graduate programs, and other related items.

- Overseeing curriculum matters: scheduling spring, summer and fall courses (classes, rooms, course cancellations); templates; independent study requests; requests for incompletes; requests for grade changes; requests to take final exams early; course substitutions.
- Spearheading transfer agreements with Director of Records.
- Acting as content manager for assigned websites.
- Maintaining positive relationships with external constituents.
- Participating in and/or leading other tasks as assigned by the Vice President for Academic Affairs.

## QUALIFICATIONS

- Earned Doctorate and higher education teaching and/or administrative leadership experience.
- Experience with specialized accreditation and facilitation of program assessment.
- Demonstrated record of teaching, scholarship or creative activities, and service in higher education.
- Strong written, oral, and interpersonal communication skills.
- Ability to foster strategic partnerships with regional stakeholders.
- Experience with Education and Counseling accreditation (CAEP, CACREP) and delivery of online/distance education programs preferred.
- Certification as a PK-12 teacher/administrator is preferred.



## PROCEDURE FOR CANDIDACY

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Review of applications will begin immediately. Applications received on or before **March 17, 2017** will be given primary consideration. To apply online, go to: <https://www.highereddecisions.com/sss/> and select this vacancy. Please submit PDF versions of your curriculum vitae and letter of interest upon application.

Please refer to [www.wsc.edu/br](http://www.wsc.edu/br) for further details about the campus, policies, and the excellent benefit package that Wayne State College offers.

### For nominations or further information:

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*Wayne State College is an equal opportunity institution. WSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Jeff Carstens, Vice President and Dean of Students, Title VI, VII, IX Compliance Coordinator, Wayne State College, 1111 Main St, Wayne NE 68787, 402-375-7213*



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## WAYNE, NEBRASKA AND SURROUNDING AREAS

**Wayne** combines the best in modern living with traditional American values. This neighborly region possesses a healthy progressive spirit and open friendliness, nestled in one of the most scenic spots in all of Nebraska. Residents describe this part of northeast Nebraska as an easygoing place to live, work and play. As the county seat of Wayne County, it is located in northeast Nebraska on State Highways 15 and 35.

Quiet neighborhoods surrounded by beautiful rural vistas make up a large part of the area and residents have daily access to the great outdoors. There is also a thriving commercial district that offers many advantages to businesses. This city has a strong economic heritage and is widely regarded as one of the best places in the State for relocation and new enterprise. Excellent public and private schools provide the best education for all students. Wayne is dynamic and vibrant, with steady commercial growth and thoughtful planning by civic leaders and it is located just close enough to larger cities to take part in the excitement of city life. It's also removed enough to let you spend quiet evenings relaxing at home.



Wayne is located just 45 miles southwest of **Sioux City, Iowa**, where one can enjoy history, entertainment, dining and nightlife. In 2010, Forbes ranked Sioux City in the top 15 Best Places for Business and Careers.

Next, if you travel 105 miles southeast to **Omaha, Nebraska**, there you will find a metropolitan area that is home to over 900,000 people who welcome visitors with open arms and authentic Midwestern hospitality.



Another popular city 'fix' is **Lincoln, Nebraska**, just 120 miles south of Wayne. It sits as the capital of Nebraska and offers exciting adventures for cycling enthusiasts, wine and beer aficionados, artists and music lovers.

*For more information on Wayne, Nebraska and surrounding areas:*

City of Wayne Nebraska: <http://www.cityofwayne.org>

Wayne County Nebraska: <http://www.waynecountyne.org/>

Visit Nebraska: <http://visitnebraska.com/>

Visit Sioux City: <http://visitsiouxcity.org/visitors-guide/>

Omaha: <http://www.visitomaha.com/>

Lincoln Convention and Visitors Bureau: <http://www.lincoln.org/>