

**Dean, College of Juvenile Justice (R-057090)
Prairie View A&M University**

Job Description

As the chief administrative officer for the College, the Dean is responsible for leadership and oversight of the College's academic and research enterprise as well as leading the Texas Juvenile Crime Prevention Center. The Dean leads the administration, development and direction of academic programs, strategic planning, fundraising, and facility development. The College of Juvenile Justice and the Texas Juvenile Crime Prevention Center are committed to excellence in education, training, prevention and service. By offering a diverse curriculum, the College trains empiricists, educators and practitioners in juvenile and criminal justice. A primary aim is to assist with the understanding of human behavior and the reduction of juvenile delinquency in Texas. Faculty and staff of the College work to nurture the passion that students bring with them: a desire to make a substantial positive mark in the world. The investment in whole person development includes assisting students to locate and succeed in internships, employment, graduate and professional schools, community service engagement and youth and family outreach. The College continues to build its research infrastructure in response to the relevant issues in criminal and juvenile justice. The Center offers programming and serves as a resource to the state's youth, families and practitioners in juvenile justice and related fields.

Responsibilities:

- Fosters a highly collaborative and inclusive environment, one that values and leverages the benefits of diverse perspectives to attract, recruit, and retain top faculty, staff, and students; creates a vision and engenders trust of subordinates, peers, and supervisors; applies procedures for receipt and use of faculty, staff, and student input.
- Leads faculty and staff to develop and cultivate academic and research programs that yield exceptional outcomes; establishes avenues for faculty and staff to upgrade expertise in areas of assignment, use of technology, and in interpretation of laws, rules, and regulations that impact performance of duties; provides for structured, faculty led curriculum reviews and updates that reflect standards and changes in the discipline; ensures assessment plans are in place including production of annual reports on both student learning outcomes and program outcomes.
- Ensures completion of and implementation of a recruitment and marketing plan that shows evidence of faculty and staff involvement, measurable annual goals for new students and for retention of students; strengthens relationships with alumni and other strategic external partners to support the College's research, scholarly, educational, service, and fundraising goals; Identifies and partners with leading organizations to promote growth for the field and employment opportunities for students.
- Leads the Texas Juvenile Crime Prevention Center staff as the Executive Director in strategic planning for effective outcomes attainment in juvenile delinquency prevention; pursues Center partnerships and oversees Center production of policy briefs, research and activity reports; directs Center community outreach efforts.
- Utilizes physical resources effectively and ensures control and accountability for physical property associated with accounts assigned; prioritizes expenditures in a manner that supports the college mission.
- Provides accurate, timely responses to requested information and ongoing implementation of strategies to ensure compliance with rules and regulations.
- Performs other duties as assigned.

Required Qualifications:

- Terminal degree in a major or related discipline offered by the College.
- Minimum of eight (8) years of experience in teaching and research in higher education or a combination higher education and service in a related area.
- Minimum of four (4) years of proven leadership experience in higher education or similar field.
- Must have an academic and research profile that supports an appointment as full professor in one of the disciplines within the College.
- Excellent communication skills.

Preferred Qualifications:

- Demonstrated knowledge of the best practices in meeting the needs of diverse populations.
- Excellent use of technology, including social media.

Job Closing Date:

- Open until filled: *Priority application deadline for this position is March 1, 2023.*

Required Attachments:

Please attach all required documents listed below in the attachment box labeled as either "Resume/CV or Resume/Cover Letter" on the application. Multiple attachments may be included in the "Resume/CV" or Resume/Cover Letter" attachment box. Any additional attachments provided outside of the required documents listed below are considered optional.

- Resume or Curriculum Vitae
- Cover Letter

Application Submission Guidelines:

All applicants are required to apply via our Career Site on or before the closing date indicated on the job posting. Applicant inquiries received via email and websites such as Indeed, HigherEdJobs, etc. will not be considered unless the individual has applied to the available position via the PVAMU Career site.

The required documents listed in the above "Required Attachments" section must be attached to the application prior to the job closing date indicated to ensure full consideration for the application submitted. Please contact the Office of Human Resource on or before the closing date indicated above at 936-261-1730 or jobs@pvamu.edu should you need assistance with the online application process.

Background Check Requirements:

All positions are security sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.

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