



POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Dean of Graduate Studies and Research	9/4/2024
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	
Department/Division	Work Location
Graduate Studies and Research	Monmouth Campus
Reports to	Position Number
Provost and Vice President of Academic Affairs	E99774
Incumbent	Reports to Position Number
	E99743

SUMMARY
Please provide brief summary of the position.
The Dean of Graduate Studies and Research oversees the administrative and financial operations of Graduate Studies at Western Oregon University, including the Graduate and Continuing Education Center and the Sponsored Projects Office. Responsibilities include managing budgets, ensuring compliance with university policies, and providing strategic guidance to enhance the efficiency and effectiveness of graduate programs. The role involves collaboration with faculty and staff to support the development and implementation of initiatives that advance graduate education and research, ultimately contributing to the university's mission and goals.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
55%	Administration / Budget / Personnel Management: <ul style="list-style-type: none"> Develop and effectively manage budget and resources; 	Essential

	<ul style="list-style-type: none"> ● Exercise strong academic administrative leadership in a shared governance context to plan, develop, and administer all aspects of the Graduate Studies and Sponsored Projects programs, activities, and personnel; ● Provide leadership in maintaining the highest academic standards and working closely with faculty, staff, and student leaders to provide quality educational programs; ● Review proposals for new and modified program and course proposals; ● Facilitate the development and maintenance of university policies that are related to graduate studies and grant related activities; ● Oversee the operations of the Western Oregon University Graduate and Continuing Education Center and supervise the associated staff; ● Ensure that there are adequate resources and programs to support the continued professional development of faculty and staff members; ● Prepare reports on academic issues and trends, including enrollments, and use relevant data for academic programs, staffing, and facility needs; ● Serve as a member of Academic Affairs Council and in shared governance with University committees as needed; ● Establish policies, processes, and best practices in pre- and post-award management that comply with professional, university industry standards; ● Manages personnel issues within the unit (hiring, salary adjustments, disciplinary actions, etc.), while complying with both WOUFT and SEIU Collective Bargaining Agreements; ● Manage Center Directors so as to ensure that external funding granted to the Centers will follow institutional structure, and that any generated returned overhead will be distributed according to WOU policies. 	
25%	<p>Strategic Implementation and Alignment</p> <ul style="list-style-type: none"> ● Lead the development and implementation of University strategic plans at the unit level, including efforts to enhance and expand academic programs and certificates at the graduate level, increase research and sponsored projects activity, and increase support for students and faculty; ● Explore new models in graduate education that will develop new revenue streams and provide assistantships to graduate students; ● Provide oversight for the development of new programs and the continued growth of current programs; ● Pursue opportunities to grow external funding in the forms of grants, endowments, and scholarships, from private and public sources to support University initiatives to increase research productivity. 	Essential
15%	<p>Customer Service</p> <ul style="list-style-type: none"> ● Be a strong voice representing Graduate Studies and Sponsored Projects with internal and external constituencies; ● Collaborate with other campus leaders for the advancement and promotion of graduate studies and sponsored projects; ● Lead efforts to attract and retain grant opportunities to the University; ● Oversee and manage indirect cost sharing policies and procedures. 	Essential
5%	Other Duties as Assigned.	Incidental

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Demonstrated success in grant writing/fundraising.	Choose an item.	1-2 Years	
A history of successful scholarship.	Choose an item.	1-2 Years	
A history of successful grant activity.	Choose an item.	1-2 Years	
Financial acumen and experience establishing internal and external relationships that have supported graduate programs and/or sponsored projects activities.	Choose an item.	1-2 Years	
Experience leading graduate programs.	Choose an item.	1-2 Years	
Experience leading sponsored projects office(s).	Choose an item.	1-2 Years	
Experience with grants management.	Choose an item.	1-2 Years	
Knowledge of Institutional Review Boards and Institutional Animal Care and Use Committees.	Choose an item.	1-2 Years	
Experience with electronic grant proposal systems.	Choose an item.	1-2 Years	
Experience as lead investigator in grant-funded work.	Choose an item.	1-2 Years	
Experience working in interdisciplinary teams.	Choose an item.	1-2 Years	
Experience advancing diversity, inclusion, equity in higher education.	3-5 Years	Choose an item.	
Understanding of issues within higher education, graduate programs, research, and sponsored projects.	3-5 Years	Choose an item.	

Demonstrable knowledge of current and future trends in graduate education and enrollment management.	3-5 Years	Choose an item.	
Experience with managing graduate programs.	3-5 Years	Choose an item.	
Experience with strategic planning, outcomes development, and assessment.	3-5 Years	Choose an item.	
Experience with administrative, fiscal, and personnel management.	3-5 Years	Choose an item.	
Superior interpersonal, oral, and written communication skills.	3-5 Years	Choose an item.	
Demonstrated success in progressively higher leadership roles.	3-5 Years	Choose an item.	
Understanding of development and awards management.	3-5 Years	Choose an item.	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input checked="" type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISION		
Check the box next to each supervision level utilized by this position.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments,	<input type="checkbox"/>

	and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>
Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input checked="" type="checkbox"/>

If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title
Director of Sponsored Projects Office	1
Director of Graduate Student Success & Recruitment	1
Director of TRI	1
Director of PURE	0.25
Director of IRB	0.25
Director of IACUC	0.25

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Authority - School/College/Division
Impact of Decision Made:	School/College/Division + University
Autonomy and Discretion:	Broad Latitude
Fiscal Authority:	School/College/Division
Fiscal Responsibilities:	Budget Authority
Operating Budget (\$):	\$ 2,600,000

Grant Funding (\$):	\$ varies
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work Functions* (check all that apply)	<input type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input checked="" type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input checked="" type="checkbox"/> Twisting/Bending
	<input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input type="checkbox"/> Weather Extremes	

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Choose an item.
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code

Actions Taken
 NBAPBUD/NBAPOSN NBAJOBS PEAFACT Electronically Filed

NOTES: