

The University of Nevada, Las Vegas invites applications for Associate/Vice Dean of Administration, William F. Harrah College of Hotel Administration [17183]

## **PROFILE of the UNIVERSITY**

UNLV is a doctoral-degree-granting institution of approximately 29,000 students and more than 3,000 faculty and staff that is classified by the Carnegie Foundation for the Advancement of Teaching as a research university with high research activity. UNLV offers a broad range of respected academic programs and is on a path to join the top tier of national public research universities. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada that includes the launch of a new UNLV School of Medicine. UNLV is located on a 332-acre main campus and two satellite campuses in Southern Nevada. For more information, visit us on line at: <http://www.unlv.edu>.

## **PROFILE of the WILLIAM F. HARRAH COLLEGE OF HOTEL ADMINISTRATION**

Situated just blocks away from the world's greatest hospitality laboratory—the Las Vegas Strip—the Harrah Hotel College enjoys unparalleled access to the hotels and resorts that are shaping the industry. Consistently ranked among the top five hospitality programs in the world, the college provides students with the theoretical and practical foundation they need to succeed in the competitive hospitality field. Our faculty members are internationally-renowned, and our alumni consist of some of the most influential leaders in the industry, with graduates overseeing major hotel brands, popular restaurants and event firms, and Fortune 500 companies. In January 2018 the College is moving into a new 93,000 sq. ft. academic building dedicated wholly to hospitality education. For more information, visit us on line at: <https://www.unlv.edu/hotel>.

## **COMMITTMENT to DIVERSITY**

The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.

## **ROLE of the POSITION**

Reporting to the Dean of the William F. Harrah College of Hotel Administration, the Vice Dean or Associate Dean Administration is a 12-month position effective January 1, 2018. Depending upon the qualifications of the candidate, this can be a tenured, tenure track position, or administrative line. The Vice Dean or Associate Dean Administration is responsible for day-to-day operations of the college. This person, at the direction of the Dean, works with a team of leaders including the: (1) Associate Dean for Academic Affairs and (2) Associate Dean for Research. Direct reports are (1) Technology Manager, (2) Executive Chef, the (3) Director of the Plus Center – the colleges' executive education center, (4) Business Manager (5) HR within the college, and (6) Director of Enrollment Management (DEM) should the DEM position be funded. A key role of the position is to participate in and provide leadership in strategic planning and oversight of Top Tier goal achievement and processes, and serves as the acting-Dean in the

Dean's absence. The position works directly with the Provost office responding to requests, providing information, and coordinating processes and relationships. This position focuses on advancing the strategic goals of the college, building relationships within UNLV, and coordinating with university leaders and select external constituencies.

## **QUALIFICATIONS**

Successful applicants should have proven experience in managing a complex organization with multiple stakeholders. In the academic field examples include administrative experience as a Director, Associate Dean, Department Chair or in another role with a similar level of responsibility. A candidate eligible for associate or full tenure qualifications will apply for title of Vice Dean. In the non-academic field examples include VP level or above with multiple direct reports. A candidate with these qualifications will apply of Associate Dean of Administration. Candidates should have evidence of the ability to work effectively with a variety of stakeholders to help lead the college that is changing to mirror the changes occurring at the University level. Other skills include understanding of elements critical to enhancing the academic distinction and reputation of the college, effective communication, and an innovative approach to capitalize on the internal and external resources and partnerships of the college.

A terminal degree in Hospitality, Tourism or a related discipline from a regionally accredited college or university is desired, but not required.

## **SALARY RANGE**

Salary competitive with those at similarly situated institutions. Position is contingent upon funding.

## **APPLICATION DETAILS**

Submit a letter of interest, a detailed resume listing qualifications and experience, and the names, addresses, and telephone numbers of at least three professional references who may be contacted. Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum and preferred qualifications because this is the information on which the initial review of materials will be based.

Although this position will remain open until filled, review of candidates' materials will begin on September 11, 2017 and best consideration will be gained for materials submitted prior to that date. Materials should be addressed to Dr. James Busser, Search Committee Chair, and are to be submitted via on-line application at <https://hrsearch.unlv.edu>. For assistance with UNLV's on-line applicant portal, contact UNLV Employment Services at (702) 895-3504 or [applicant.inquiry@unlv.edu](mailto:applicant.inquiry@unlv.edu).

*UNLV is an Equal Opportunity / Affirmative Action educator and employer committed to achieving excellence through diversity. All qualified applicants will receive consideration for employment without regard to, among other things, race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, sexual orientation, genetic*

*information, gender identity, gender expression, or any other factor protected by anti-discrimination laws. The University of Nevada, Las Vegas employs only United States citizens and non-citizens lawfully authorized to work in the United States. Women, under-represented groups, individuals with disabilities, and veterans are encouraged to apply.*

Apply Here: <http://www.Click2Apply.net/xnmhjddjftpjhcq>

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