

**NC State University**  
**Senior Associate Dean of Administration**  
**College of Agriculture and Life Sciences (CALIS)**

**The College of Agriculture and Life Sciences**

**The College of Agriculture and Life Sciences** fulfills the land-grant mission by preparing students to thrive in a global marketplace, pursue cutting-edge research and put those results to work across North Carolina and beyond. The college is a connected community of 3,600 undergraduate, graduate and Agricultural Institute students, 345 tenure track and professional faculty, 100 postdocs, 898 staff and 598 county operations employees.

Academic programs span 17 undergraduate majors, 21 undergraduate minors, 12 undergraduate certificates and 11 graduate certificates in **12 academic departments**. The college offers 19 bachelor's degrees, 91 master's degrees and 45 doctoral degrees. **The Agricultural Institute** is the college's two-year program offering six associate of applied science degrees.

The college brings together the brightest minds in academia, government and industry to drive the vital research and innovation necessary to tackle agriculture and life sciences challenges. Award-winning researchers in the college are conducting bold, interdisciplinary research at the **N.C. Plant Sciences Initiative**, **Plants for Human Health Institute**, **Center for Marine Sciences and Technology**, the **North Carolina Food Innovation Lab**, four **University Field Labs** and over 30 facilities on-campus and off-campus. In partnership with the North Carolina Department of Agriculture and Consumer Sciences, the college operates 18 agricultural **research stations** to test research in real-world scenarios under natural conditions.

Transforming science into solutions is at the heart of NC State Extension, housed in the college. NC State Extension is present in **every county of the state**, with 1,100 experts and a network of partnerships to extend the knowledge from our faculty to farmers, families and citizens. It delivers more than 17,000 educational activities statewide via nearly 8,000 programs. NC State Extension's 4-H program addresses the diverse issues of today's youth, helping to nurture healthier, more involved generations of future leaders. Extension also works alongside the U.S. Department of Agriculture's National Institute of Food and Agriculture (USDA-NIFA), N.C. A&T State University, local governments, and industry and community partners, to generate \$2 billion in economic impact for North Carolina each year.

The college expended \$313 million in FY 2022: the largest expense categories are Academic Affairs – \$33 million, Agricultural Research – \$73 million, Cooperative Extension – \$60 million and Contracts and Grants – \$85 million. In addition, college endowment assets were \$302 million at the end of FY 2022.

## **The Opportunity**

The Senior Associate Dean of Administration serves as the Chief Operating Officer of the College of Agriculture and Life Sciences and undertakes all duties as assigned by the Dean. The primary focus of this position is on internal operations of the College. Due to the complexity of the Dean's position, the Senior Associate Dean of Administration represents the Dean when necessary at significant university meetings (i.e. Dean's Council) and university events, and engages in the budget planning process for the College. The Senior Associate Dean of Administration, in collaboration with the CALS leadership team, plays a key role in the execution of the [\*\*CALS Strategic Plan: Growing Our Future 2023-2030\*\*](#).

The College seeks an individual who is exceptionally well organized and able to manage many complex administrative duties in parallel. The incumbent must work well under pressure and maintain composure. The person in this role must have excellent verbal and written communication skills and, in particular, the ability to articulate CALS' and the Deans' point of view regarding policy and decisions without ambiguity. The incumbent must be motivated by life-long learning, solving challenging issues and improving the operations of the organization to effectively execute duties in pursuit of interdisciplinary and operational excellence. This person is expected to be an essential resource on all operational activities for College administration, the department heads and unit leaders.

## **The Position**

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excellence. This person is expected to be an essential resource on all operational activities for College administration, the department heads and unit leaders.

**Duties for this position include, but are not limited to the following:**

- Reporting to the Dean of the College of Agriculture and Life Sciences, serve as a key member of the Dean's Leadership team, providing college-wide leadership of administrative processes, and faculty and staff affairs. Serve as Acting Dean in the Dean's absence, with signature authority on appropriately delegated matters as needed;
- Manage faculty administrative processes including position allocation, reappointment, promotion and tenure, post-tenure review, conflict of interest reviews, scholarly leave, professorships of distinction, university faculty scholars program, impact statements, plans of work, faculty activity reporting, and others, in association with the Provost's Office, CALS HR, CALS Business Office, CALS Advancement and other offices as required;
- Serve as managing supervisor of CALS directors of [Information Technology](#), [International Programs](#) and [Administrative Communications](#), as well as the CALS Facilities Manager, Executive Assistant to the Senior Associate Dean of Administration, and additional office staff;
- Serve as the designated [College facilities coordinator](#) providing strategic direction for the CALS Facilities Manager regarding repairs and renovations, capital improvements, facility modifications, space assignments and space inventory. Work with university facilities to maintain up-to-date working inventory of all college space assignments including off-campus sites. Collaborate with CALS Director of Research Stations on the master plan and other facilities requirements. Serve as the designated liaison to University Facilities division;
- Manage award programs for CALS faculty;
- Coordinate new professorships of distinction with appropriate college and university offices;
- Coordinate five-year reviews of academic department heads and oversee internal and external reviews of departments and programs;
- Maintain the College's Business Continuity Plan;
- Coordinate CALS faculty hiring program;
- Coordinate college-level standing committees; and
- Other duties as required.

**Qualifications**

- Candidate must have experience that would qualify them for the rank of full tenured professor in a College of Agriculture and Life Sciences academic department; and
- Administrative experience and an understanding of the land-grant university system, having demonstrated the ability to build partnerships inside and outside of the University.

## Other Required Qualifications

- Candidate should have significant experience and demonstrable skills in leading and managing progressive change in complex environments such as exists within a modern land-grant university;
- Candidate should have an understanding of current and emerging challenges and opportunities in agriculture and life sciences;
- Outstanding verbal and written communication skills with an effective record of consensus building;
- Ability to serve as ombudsperson for internal and external clientele, troubleshooting and resolving complex matters on behalf of the Dean;
- Exceptional attention to detail to effectively manage the requirements of this position; and
- The position is highly collaborative and requires exceptional interpersonal skills, diplomacy and discretion.

## How to Apply

Inquiries and nominations are invited and may be directed to: Steve Lommel, Chair, and CALS Associate Dean and Director of NCARS, at [slommel@ncsu.edu](mailto:slommel@ncsu.edu)

Confidential review of applications will begin in late October of 2023, and will continue until the position is filled. Candidates should provide a resume or curriculum vitae, cover letter, and the names and contact information of three (3) references. References will not be contacted without prior knowledge and approval of candidates. These materials may be submitted online at [jobs.ncsu.edu](https://jobs.ncsu.edu) (position #00001736).

*NC State provides equal opportunity and affirmative action efforts, and the university prohibits all forms of unlawful discrimination, harassment and retaliation that are based upon a person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, gender identity, genetic information, sexual orientation or veteran status.*