

Assistant Dean in the Graduate School Office of Graduate Training and Mentorship

The Graduate School at the University of Tennessee seeks an assistant dean to manage the Office of Training and Mentorship. The Office was established in conjunction with the Program for Excellence and Equity in Research (PEER), a new graduate training program that supports fellowships at the University of Tennessee (UT) and Oak Ridge National Laboratory (ORNL) and is designed to enhance the academic success and professional development of the campus-wide graduate student population.

The Knoxville campus of the University of Tennessee is seeking candidates who have the ability to contribute in meaningful ways to the diversity and intercultural goals of the University. The assistant dean reports to the Vice Provost and Dean of the Graduate School and provides leadership and faculty support for mentoring and training graduate students. This is a twelve-month, full-time position that will start September 1.

Duties/Responsibilities:

The Office of Graduate Training and Mentorship seeks a highly qualified individual to work with faculty from various units across the campus to coordinate training in grant development and responsible conduct of research for graduate students; assist with building faculty-student collaborative research teams and interdisciplinary projects; assist with coordination of recruitment efforts; identify and create diversity resources and initiatives that strengthen faculty mentoring and support retention of underrepresented minorities in a variety of fields of study across campus.

Qualifications:

A Ph.D. or other terminal degree is required with a minimum of five years' experience in higher education; strong communication and organizational skills; demonstrated commitment to enhancing diversity and to equal employment opportunity. Administrative experience or leadership roles at the college and university levels will strengthen the application.

Application Process:

Interested candidates should send in hard copy or electronic format a letter of application, a comprehensive curriculum vitae, and names and contact information for three references (mailing address, daytime telephone, and email address) to: Dr. Joy DeSensi, Associate Dean, Graduate School; 111 Student Services Building, Knoxville, TN 37996-0211. Initial screening of applicants will begin July 15 and will continue until the position is filled.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.