

Minimum Qualifications:

Bachelors degree in business, public administration, social sciences, or related field, plus seven years experience in administration, two years of which should be in human resources administration. Master's degree may substitute for two years of experience.

Preferred Qualifications:

Master's degree in business, public administration, social sciences, or related field. Senior human resources administration experience. Experience with higher education administration. Strong written communication skills. Experience with supervision of others. Experience with administration of faculty searches and with faculty affairs.

How to Apply:

Applicants must apply for this position through the USF online employment application system, Careers@USF, https://employment.usf.edu/applicants/jsp/shared/Welcome_css.jsp. The position is listed under Administration Positions and is identified as position 00006142, Director.

- Complete the online USF application
- Provide a letter of interest
- Submit resume
- Complete contact information for at least three references.

The selected candidate will be asked to complete a Level I background screening as a condition of employment.

Application Deadline

Monday, August 20, 2012

Director, Administration College of Behavioral & Community Sciences

Position Description

The Director is one of the senior administrative staff in the Dean's Office of the College of Behavioral and Community Sciences. The Director is responsible for the Human Resources functions of the college, and responsible, with the Dean, for the management of college faculty affairs. Monitors faculty assignments, faculty evaluations and the evaluation process. Manages employee grievances/disciplinary actions for the college. Reviews and/or develops faculty letters of offer. Manages the faculty salary increase process. Provides oversight to the annual scholarly activity report. Manages the administrative procedures for the tenure and promotion process. At the direction of the Dean, develops the annual faculty recruitment plan for submission to the Provost's Office. Liaison with the Provost's Office on faculty affairs. Member of the USF HR Business Partners group. Serves as Equal Opportunity Liaison for the faculty pay plan. Member of the college Dean's Council. Participates with others in developing strategic goals and objectives for the college. Liaison with the USF Office of the General Counsel in addressing legal questions for the college. Supervision of four administration and other support staff. Signatory and review responsibilities.

About the College

The College of Behavioral and Community Sciences prepares students, scholars, human service providers, policy makers, and other professionals to improve the quality of life, health, and safety of diverse populations and to promote positive change in individuals, groups, communities, organizations and systems. Through multidisciplinary teaching and research, service, and engagement with community partners, the College focuses on the rigorous development, dissemination/implementation, and analysis of innovative solutions to the complex challenges that affect the behavior and well-being of individuals, families, populations, and communities in which we live.

The University of South Florida is an equal opportunity, affirmative action, equal access institution. For ADA accommodations, please contact Carroll Gossage at 813-974-7574 or cgossage@bcs.usf.edu at least five working days prior to need. The University of South Florida is an AA/EEO institution. According to Florida law, applications and meeting regarding them are open to the public.