Position title: Associate Dean for Academic Affairs

Institution: RIT Croatia – Rochester Institute of Technology, NY

Location: Zagreb, Croatia

Website: [www.croatia.rit.edu](http://www.croatia.rit.edu)

Application Deadline: March 31st, 2016

RIT Croatia seeks a versatile, experienced leader to oversee all faculty and curriculum, manage the academic affairs budget, and ensure that courses taught at RIT Croatia meet the highest quality standards.

Founded in 1997, RIT Croatia is a part of the Rochester Institute of Technology (RIT). RIT Croatia has two campuses in Croatia - Dubrovnik, which was established in 1997, and Zagreb, which was established in 2010. RIT Croatia currently offers four-year undergraduate degrees in International Hospitality and Service Management, Information Technology, and International Business. A graduate level degree program in Service Leadership and Innovation is delivered in conjunction with the Rochester campus. All degree programs are taught exclusively in English. Accredited by both American and Croatian authorities, upon completion of their degree program, the college awards each undergraduate with both an American and a Croatian diploma. RIT Croatia has a current enrollment of approximately 730 students, a faculty of 38 full and part-time professors, and 34 full-time staff.

The position is based in the Zagreb campus, but the Associate Dean for Academic Affairs oversees academic activities in both campuses. It is the expectation that the Associate Dean will spend a minimum of 3 days in the Dubrovnik campus every other week.

**Position Description**

The Associate Dean will:

- oversee all aspects of Academic Affairs at RIT Croatia
- establish and maintain strong relationships with core constituencies outside the college, including Croatian academic institutions and agencies, and the business community.
- establish and maintain strong relationships with core constituencies within the college, including faculty, staff, students and alumni
- work closely with department chairs and other leaders at Rochester campus regarding academic programs and reporting
- conduct regular curriculum reviews, and designing and implementing changes when necessary
- maintain a formal hiring procedure for new faculty
• maintain and control the budget for Academic Affairs

• review faculty course evaluations and work with faculty to develop and strengthen their courses, research activities and teaching skills

• serve as a member of both the Senior Leadership team, and Administrative Council

The Associate Dean for Academic Affairs is a 12-month position with 4 weeks annual vacation. The Associate Dean for Academic Affairs reports directly to the President and Dean of RIT Croatia.

Required qualifications

Successful candidates must have:

• a terminal degree in their field of study
• the completion of at least one level of higher education in the US, or another country with a similar approach to education (ie. United Kingdom, Canada, Australia, etc.)
• previous administrative experience
• experience living and working outside the United States
• strong skills in leadership, organization, and interpersonal communication
• a working understanding of budgets and planning
• a record of professional scholarship

Desired Qualifications

Previous experience in Croatia, or the region, and fluency in Croatian language are desired.

Qualified applicants should send a CV and cover letter, as attachments, to human.resources@croatia.rit.edu by March 31st, 2016. Please indicate “Associate Dean” in the subject area of the e-mail.