



POSITION PROFILE

**Founding Dean of the
Graduate School and
Vice Provost of Graduate
and Postdoctoral Studies**

MISSOURI
S&T



Missouri University of Science and Technology (Missouri S&T) invites applications and nominations for the position of **Founding Dean of the Graduate School and Vice Provost of Graduate and Postdoctoral Studies**. This newly established leadership role presents a unique opportunity for a visionary academic leader to shape and elevate graduate and postdoctoral education at one of the nation's leading STEM-focused Carnegie R1 research Universities.

The successful candidate will lead the development of a centralized Graduate School and provide strategic oversight of the university's postdoctoral enterprise. This dual role is designed to foster integration, innovation, and excellence across graduate and postdoctoral programs, aligning both with Missouri S&T's mission and strategic priorities.

This individual will engage in possibility thinking, scenario development and work closely with the Chancellor, Provost, and university leadership — including the three colleges and their deans — to increase Ph.D. enrollment and foster student success and institutional growth.

Mission and Strategic Goals

Missouri S&T's designation as a Carnegie R1 research university marks a pivotal moment in its history. Building on record growth in research and graduate enrollment, the university is creating a centralized Graduate School to strengthen and elevate graduate and postdoctoral education as a defining feature of its continued trajectory.

The Graduate School will:

- Serve as a catalyst for academic excellence, innovation, and student success.
- Advance graduate program development aligned with industry, research, and societal needs.
- Provide cohesive leadership for postdoctoral affairs and research mentorship.

- Amplify S&T's reputation as a national leader in advanced STEM education and discovery.
- Develop strategies for online growth and remote campus initiatives.

This initiative reflects Missouri S&T's commitment to empowering scholars who will solve the world's most pressing challenges through research, creativity, and innovation.

Key Responsibilities

- ✓ **Strategic Leadership:** Develop and implement a comprehensive strategic plan for the Graduate School in alignment with institutional goals.
- ✓ **Ph.D. Recruitment and Enrollment:** Collaborate with academic deans, department chairs, faculty, and administrative leaders to recruit a pool of domestic and international graduate students, with a strong emphasis on Ph.D. enrollment.
- ✓ **Program Development:** Lead the expansion and enhancement of graduate programs including on-campus, online, and future remote campuses.
- ✓ **Admissions and Enrollment Management:** Strengthen graduate admissions processes and deploy strategic initiatives to attract top-tier students for both on-campus and online programs.
- ✓ **Academic Oversight:** Partner with academic leadership to administer graduate education policies and uphold academic standards.
- ✓ **Student Success and Engagement:** Champion initiatives that support recruitment, retention, degree completion, and professional development; engage with the Graduate Student Council and Graduate Faculty Council.
- ✓ **Resource Management:** Oversee budget planning, resource allocation, and advancement efforts to secure external funding and philanthropic support.
- ✓ **Advocacy and Support:** Serve as the chief advocate for graduate students and postdoctoral scholars, promoting their academic and professional growth.
- ✓ **Policy and Administration:** Develop and manage policies, benefits, and services for graduate students and postdoctoral scholars in compliance with institutional and regulatory standards.
- ✓ **Professional Development and Mentorship:** Enhance career development programs and foster a supportive environment for high-quality research and training experiences.
- ✓ **Cross-Campus Collaboration:** Partner with academic and administrative units, including the Office of Sponsored Programs, to promote interdisciplinary research and integrate postdoctoral affairs.

The new Welcome Center is a 32,000-square-foot facility is located in the heart of the 10-acre Havener Arrival Complex.

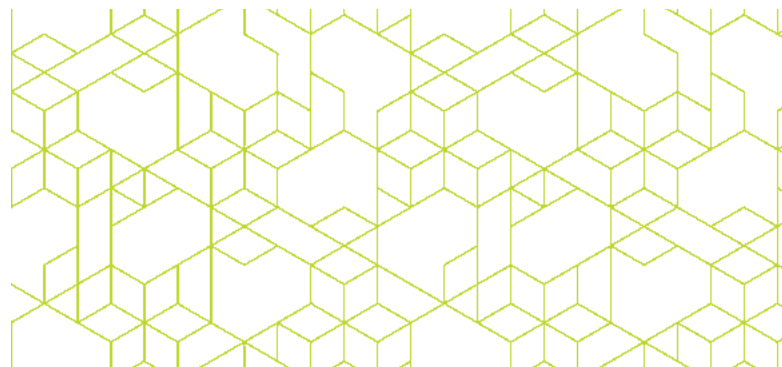


REQUIRED QUALIFICATIONS

- Earned doctorate from an accredited institution.
- Distinguished record of scholarly achievement and research, qualifying for appointment as a tenured full professor.
- Minimum of 10 years of executive leadership experience in higher education, with a strong background in research and mentoring Ph.D. students and postdoctoral fellows.
- Proven success in academic administration, preferably at a research-intensive institution.
- Demonstrated expertise in strategic planning, program development, and budget management.
- Experience mentoring graduate students and/or postdoctoral scholars.
- Ability to collaborate effectively with various stakeholders and foster a culture of teamwork and respect.
- Commitment to assessment, continuous improvement, and evidence-based practices.
- Develop strategies for online growth and remote campus initiatives.

PREFERRED LEADERSHIP ATTRIBUTES

- **Visionary and Strategic:** Able to articulate and implement a bold vision for graduate and postdoctoral education.
- **Collaborative and Engaging:** Skilled in building consensus and engaging stakeholders across the university.
- **Empathetic and Decisive:** Balances sound decision-making with empathy and understanding of student and scholar experiences.
- **Resilient and Accountable:** Demonstrates integrity, resilience, and a results-oriented approach.
- **Inspiring and Supportive:** Motivates and supports faculty, staff, and students in achieving academic excellence.





APPLICATION PROCESS

The Search Committee welcomes nominations and applications. Review of applications will begin immediately and will continue until the position is filled.

Application Materials

Application materials should include:

- A letter of interest outlining your leadership philosophy and relevant experience.
- A current curriculum vitae.
- Names and contact information for at least five professional references.

Nominations and inquiries may be directed to: Carrie Arrowsmith (arrowsmithc@mst.edu), Lead Recruitment Consultant, Missouri S&T.

Benefit Eligibility

This position is eligible for university benefits. As part of your total compensation, the university offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, short- and long-term disability, paid parental leave, paid caregiver leave, and educational fee discounts for all four UM System campuses. For additional information on university benefits, please visit the Faculty and Staff Benefits website at umsystem.edu/totalrewards/benefits.

Equal Employment Opportunity

The University of Missouri is an [Equal Opportunity Employer](#). To request ADA accommodations, please call the Office of Equity and Title IX at 573-341-7734.

UNIVERSITY INFORMATION

Missouri S&T is one of the nation's leading research universities with over 100 degree programs in 39 disciplines. It was founded in 1870 as one of the first technological institutions west of the Mississippi River. Located about 100 miles west of St. Louis in the vibrant community of Rolla, Missouri S&T is an accessible, safe, and friendly campus surrounded by Ozarks' scenery. Missouri S&T offers undergraduate degrees in engineering, the sciences, liberal arts, humanities, and business, with M.S. and Ph.D. programs available in many of the science and engineering programs. With over 7,000 students and 300 faculty, Missouri S&T is big enough to accommodate a broad population, yet small enough for individuals to build high visibility and impactful careers.

KUMMER COLLEGE

Established in 2022, the Kummer College serves as a pathbreaking model for social impact, technology transfer, and interdisciplinary collaboration within a future-oriented STEM-focused university. Supported by the Kummer Missouri S&T Institute Foundation, this unique college integrates key academic, co-curricular, and administrative activities related to technology commercialization, business innovation and entrepreneurship, systems thinking, and economic development. Within Kummer College lives several departments: Department of Business and Information Technology (BIT), Department of Economics, Department of Engineering Management and Systems Engineering (EMSE), and Kummer Student Programs.

COLLEGE OF ENGINEERING AND COMPUTING (CEC)

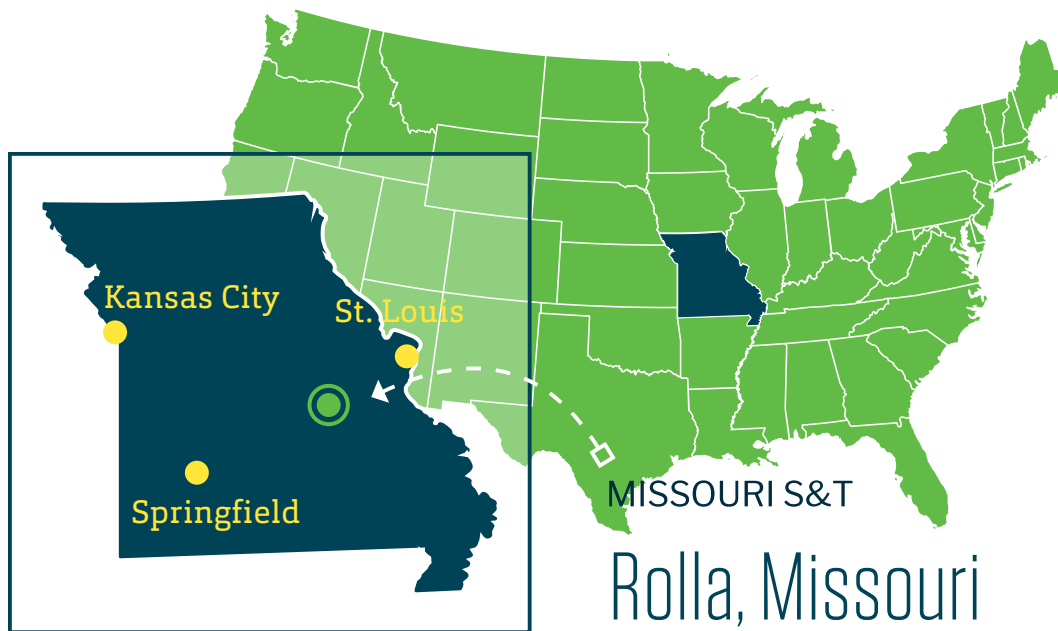
Missouri S&T's College of Engineering and Computing is the largest of three colleges at S&T, accounting for approximately 80% of the total enrollment (about 4,500 undergraduates and 800 graduate students). The college includes more than 170 ranked faculty members who serve in 16 undergraduate programs, all with master's and doctoral equivalents organized into nine academic departments. The college recently added a bachelor's degree in biomedical engineering and a Ph.D. in bioengineering, both starting in fall 2024. Missouri S&T, supported by the College of Engineering and Computing, is nationally recognized for its career outcomes and ROI.



COLLEGE OF ARTS, SCIENCES, AND EDUCATION (CASE)

The College of Arts, Sciences, and Education is a catalyst of innovation, creativity, and discovery, where students and faculty work side-by-side to create and share knowledge and understanding. From arts and humanities to the natural and social sciences, the College of Arts, Sciences, and Education has a program for everyone. The College of Arts, Sciences, and Education (CASE) is made up of eleven units including Air Force ROTC, Army ROTC, Arts, Languages

and Philosophy, Biological Sciences, Chemistry, English and Technical Communication, History and Political Science, Mathematics and Statistics, Physics, Psychological Science, and Education. The college is home to over 90 tenured/tenure-track and 44 non-tenure-track faculty members. CASE offers more than 85 different academic options including certificates, minors, bachelor's, master's, and doctoral degrees.



ABOUT ROLLA

Rolla, Missouri offers several great advantages that help individuals enjoy a high quality of life. Rolla is an ideal place for families, with its low cost of living, excellent schools, safe neighborhoods, and a range of recreational activities suitable for all ages. The Ozark Scenic Riverways and beautiful landscapes offers abundant opportunities for outdoor enthusiasts of every lifestyle. With its vibrant community, Rolla hosts multiple events, concerts, art exhibitions, and theater performances throughout the year. The university's Leach Theatre showcases nationally renowned performers for campus and community alike. Overall, living in Rolla offers a high quality of life with a supportive community, affordable living, beautiful natural surroundings, and numerous opportunities for personal and professional growth.

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