

**Interim Dean, K-State Graduate School**  
**Expedited Internal Search**

Kansas State University invites applications and nominations from current K-State employees for the position of Interim Dean of K-State Graduate School. The successful candidate must be a dynamic, outward-facing, student-focused leader. The Interim Dean reports directly to the Provost and Executive Vice President, [Jesse Perez Mendez](#), and serves as a member of the Academic Leadership Council and Deans Council.

The Interim Dean will ensure the growth, development, quality, and continuation of graduate programs and graduate education at K-State, providing strategic leadership and vision to advance graduate education in directions consistent with university goals and priorities and the evolving role of graduate education in the 21<sup>st</sup> century. The Interim Dean will work collaboratively with partners across all campuses and within each college to develop an integrated, analytically informed, and collaborative approach to graduate program enrollment. This role requires an ability to continue building K-State's approaches to graduate programs with a fresh, relevant, and up-to-date perspective.

The Interim Dean of the Graduate School provides academic, curricular, policy, research, enrollment, strategic, and administrative leadership on matters related to graduate education at Kansas State University. The Interim Dean cultivates progressive academic and administrative policies related to graduate education, oversees the operations of the Graduate School, and fosters collaborative relationships with faculty, program coordinators, deans, administrators, students, and stakeholders serving and served by the Graduate School. The Interim Dean ensures plans, policies, practices, procedures, and programs align with university-wide and college-level strategic directions.

**Core Duties and Responsibilities:**

**Graduate School Leadership (25%)**

Conceptualizes a strategic and innovative vision for the Graduate School's future that will motivate the faculty and inspire students. Maintains stewardship over and is a strong advocate for graduate students' success and excellence, providing direction, support, and oversight for graduate education responsive to the needs of our diverse graduate student body. Has primary responsibility for admission and records, program development and evaluation, and strategic leadership for graduate and postgraduate education at K-State. With oversight of the Graduate School, optimizing financial aid resources, understanding the application of new technologies, setting priorities with finite resources, nurturing staff development, setting performance objectives, evaluating outcomes, and maintaining accountability will be important management functions for this position.

**Curricular and Academic Activities (20%)**

Strengthens existing and nurtures the development of graduate programs, new disciplines, degrees, certificates, other credentials, and interdisciplinary approaches. Develops policies and oversees periodic reviews of graduate programs that ensure the quality of our academic

programs are excellent and provide superior experiences to our graduate students. Ensures HLC accreditation standards are met with regard to graduate education. Takes an active role in addressing any HLC findings relative to graduate studies, working with the programs, colleges, departments, and administration. Assists programs in meeting unit-level accreditation standards as needed and monitors and advocates for curricular processes that give due consideration, rigor, and graduate-level input into the maintenance and development of graduate courses and programs.

**Enrollment Activities (20%)**

Provides guidance and leadership in the development and implementation of enrollment management strategies, policies, and practices to foster growth and stability, depending on the needs of the graduate programs of the University. Participates in recruitment activities in ways that add stature and value to the recruitment effort and promotes visibility of university graduate programs. Collaborates with the Division of Communications and Marketing to develop marketing and advertising plans, educational and promotional activities, electronic and print marketing pieces that specifically promote graduate programs, generate interest, and build broad awareness for graduate programs. Works with the Vice Provost for Enrollment Management, graduate programs, graduate faculty, Graduate School staff, and others to use and sustain best practices to support student recruitment, progression, retention, and career development.

**Advancement, Fundraising, Outreach, Grants, and Community Activities (20%)**

Serves as a strong and active advocate for graduate students and graduate education at K-State. Builds awareness for graduate education and enhances external relations. Serves as an ambassador for graduate programs and communicates the scholarship, leadership, and research expertise of our graduate faculty. Fosters collaborative relationships across the university, educational entities, businesses, and other organizations. Engages in cultivating and securing funding for all aspects of the graduate education enterprise, working collaboratively with the Provost, deans, the KSU Foundation, and the K-State Alumni Association. Examples include endowed scholarships, professorships, assistantships, and student financial aid. Spearheads extramural funding to establish innovative new graduate programs or collaborations between existing programs.

**Research Activities (15%)**

Promotes active collaboration between graduate students and graduate faculty in scholarly and creative endeavors and where appropriate, promotes undergraduate collaboration as well. Secures extramural funding for graduate Research, Scholarship, Creative Activity and Discovery (RSCaD) wherever feasible. Works with the Office of Sponsored Programs to secure funding and support grants and research opportunities for graduate faculty. Monitors, gathers data, analyzes, reports, and shares graduate research and productivity research and scholarship productivity of faculty, students, and staff. Develops policies to promote scholarly productivity via peer-reviewed publications among graduate faculty and graduate students.

**Educational Requirements**

- PhD or terminal professional degree from an accredited university and qualifications as an accomplished scholar and educator that satisfies the requirements for the rank of professor in one of the university's academic departments.

**Required Qualifications:**

- Record of success as an academic administrator in higher education with relevant administrative and managerial experience, including development and stewardship of fiscal and human resources, and experience overseeing graduate programs
- Proven leadership with the demonstrated ability to work effectively with university senior leadership, faculty, and students to craft a strategic vision for graduate programs and enrollment management and engage them in implementation
- Strategic and creative planner and outstanding collaborator and relationship builder with strong interpersonal skills
- Demonstrated organizational, problem-solving, management, and decision-making skills
- Deep understanding of the complexities of graduate enrollment management and demonstrated experience with best enrollment practices, including in the areas of domestic and international student recruitment, admissions, and financial aid
- Deep understanding of graduate education trends and efforts nationally and internationally and of the challenges and issues facing higher education
- Excellent oral and written communication skills with a demonstrated ability to articulate matters of complexity and nuance to multiple and varied groups of stakeholders
- Commitment to principles of community with demonstrated ability to manage and motivate professional staff and foster access and opportunity in graduate student and employee recruitment and retention efforts
- Demonstrated dedication to student and faculty services with successful record supporting and advocating for graduate students in an international student community
- Proven ability to initiate, lead, and facilitate change; be adaptable with changing conditions; and comfortable with the ambiguity that accompanies a large public university

**Preferred Qualifications:**

- Demonstrated record of innovation and accomplishment in graduate education at a major research university
- Firm grasp of the opportunities and advantages of a land-grant university and R1 status
- History of grant funding and/or research innovation
- Data savvy with proven ability to utilize data in the analysis of decision-making and operations and experience implementing new technologies to support operations
- Demonstrated success in external fundraising and philanthropy

**Application Process:**

This interim position is an internal search open to current employees of Kansas State University. Anticipated start date is no later than August 17, 2025. The term of service as Interim Dean may be between 6-18 months. Application for the position of or appointment as Interim Dean will not preclude an individual from applying for the permanent dean position.



Applications should be electronically submitted on [K-State's internal job listing website](#). In the application, please include the following: a letter of interest addressing how your skills and experiences match the qualifications listed in this position announcement, a curriculum vitae, and names and contact information of three professional references.

The deadline to apply is July 13, 2025.

Questions about the interim search should be directed to the committee chair, Dean Michael McClure, at [mamcclure@ksu.edu](mailto:mamcclure@ksu.edu).

If you have a nomination or questions about applying for the position, please contact Rosie Greco, HCS Talent Acquisition Senior Strategic Partner, at [rkgreco@ksu.edu](mailto:rkgreco@ksu.edu).