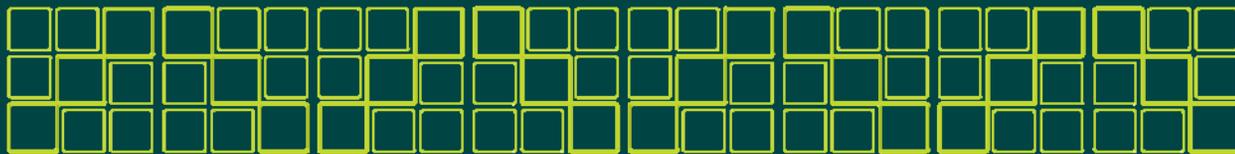

Positions in “Academic” Administration

Pat Sokolove, PhD

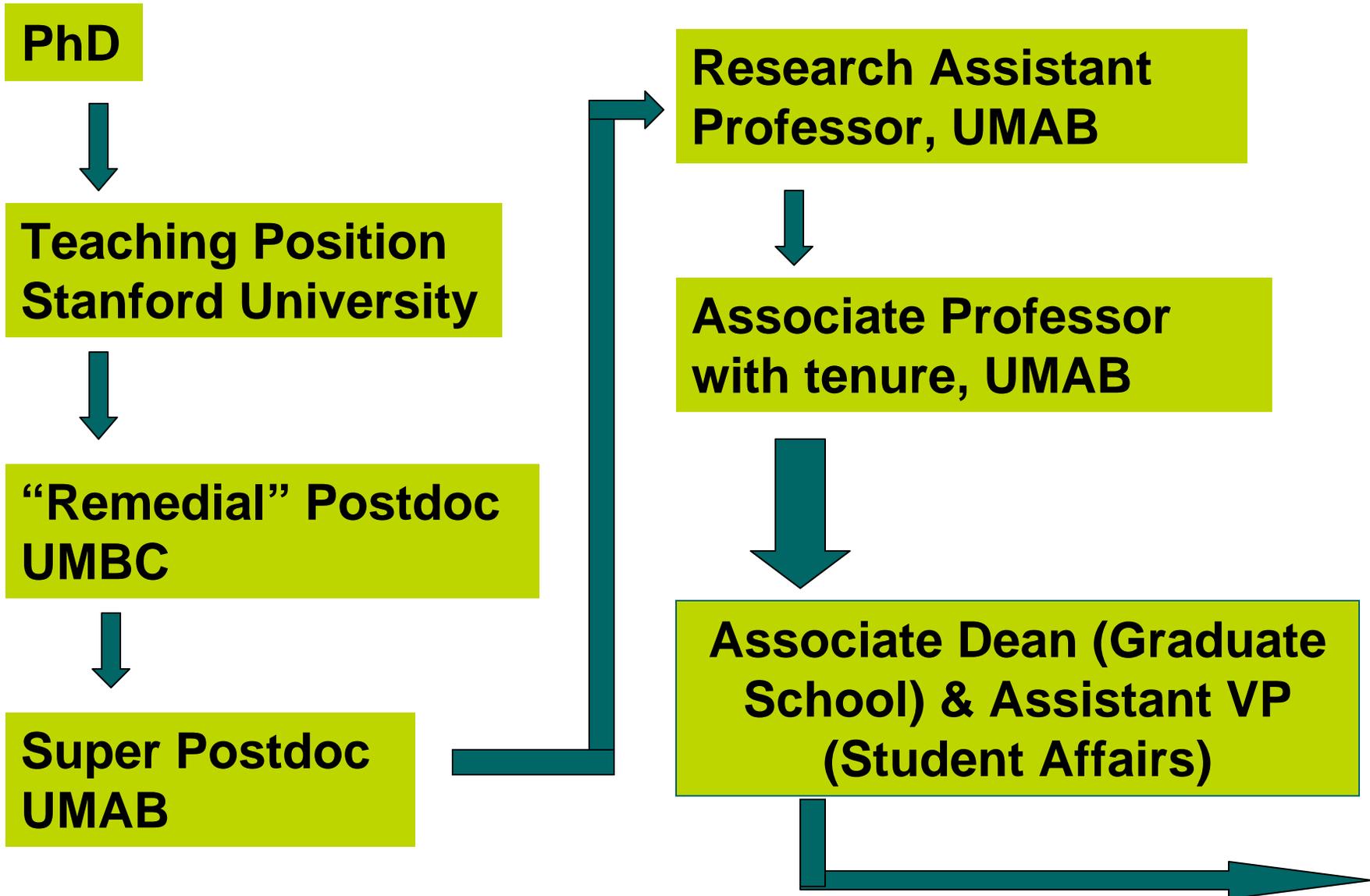
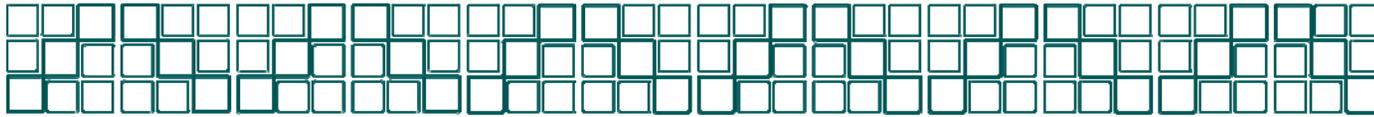
Deputy Director

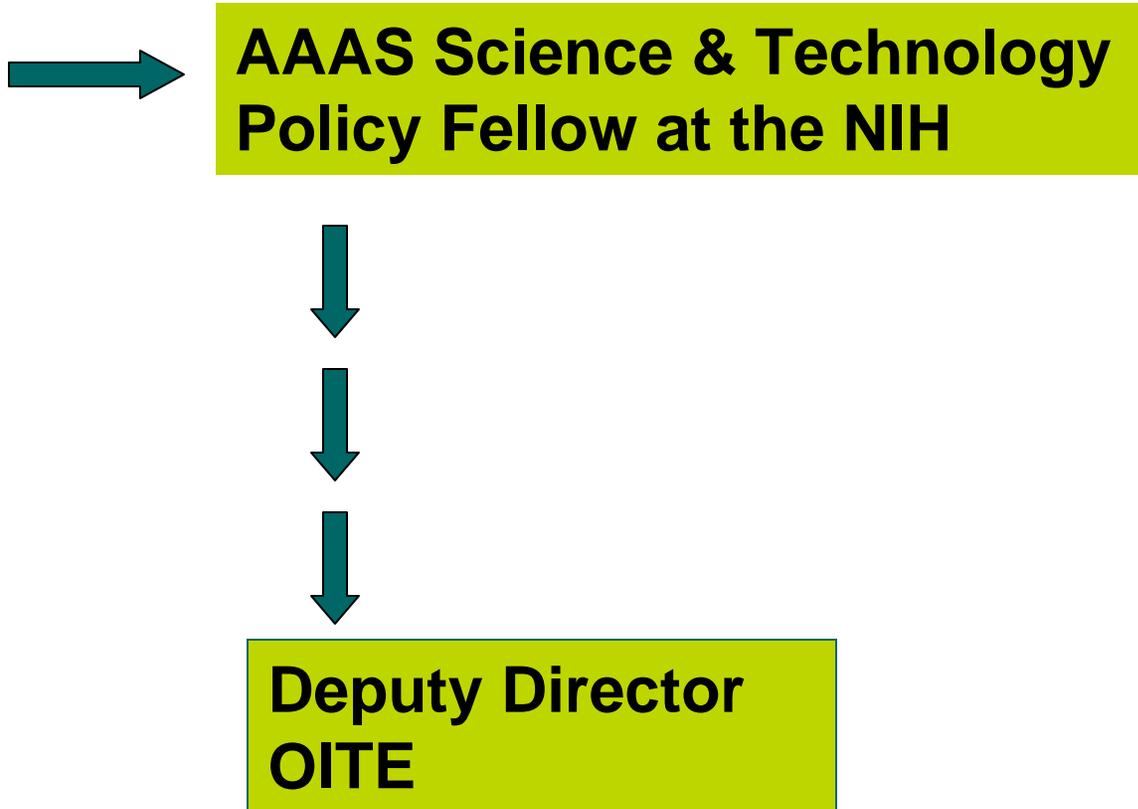
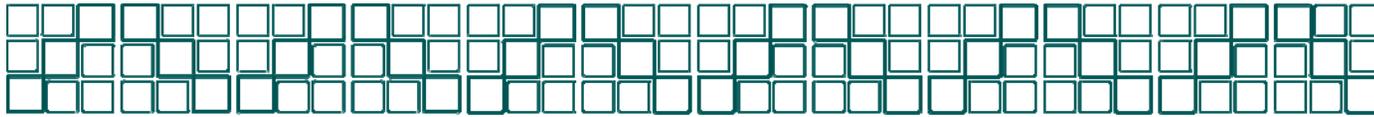
Office of Intramural Training & Education, NIH

sokolovp@mail.nih.gov



NATIONAL INSTITUTES OF HEALTH



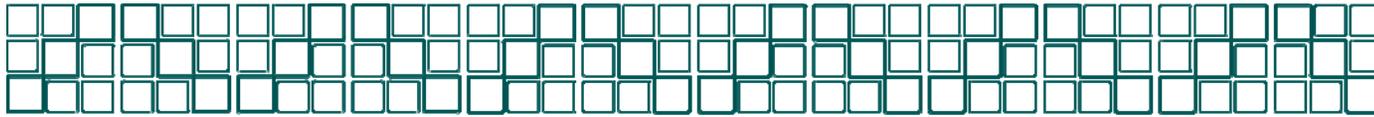


What Does a Graduate Dean Do?

- Make certain students officially complete their degrees
- Manage the graduate school budget
- Organize evaluation of graduate programs
- Enforce graduate school policies
- Manage the awarding of centrally funded GRAs
- Facilitate the development of new graduate programs
- Work with a Graduate School Council to approve new courses and programs
- Handle academic grievances

What Does a Graduate Dean Do? (continued)

- Supervise an office staff and the graduate school staff
- Hire, evaluate, and promote staff
- Represent the institution in system, state, and national forums
- Create career development programming
- Work with departments and programs to publicize the institution's graduate programs
- Collaborate with the Graduate Student Association
- Assume responsibility for postdocs at the institution



What Does a Student Affairs VP Do?

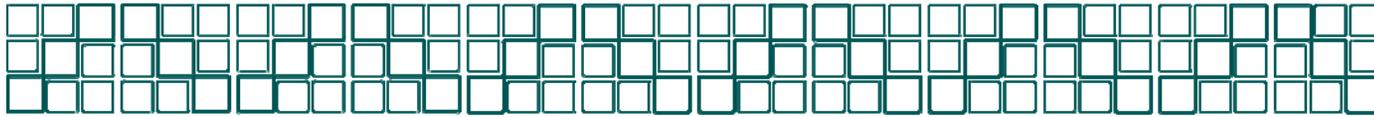
- Supervise some/all of the following units :
 - Counseling Center
 - Student Activities
 - Student Athletics
 - [Student Housing]
 - Financial Aid
 - Records and Registration
 - ADA Compliance
 - Student Health (and health insurance)
- Handle sexual harassment, disciplinary, and grievance cases

What Does a Student Affairs VP Do? (continued)

- Work with Student Affairs Deans in the schools on campus-wide initiatives
- Represent the institution in system, regional, state, and national forums
- Vet programs/policies with campus legal counsel (appear in court)
- Hire, evaluate, and promote staff
- Oversee the budgets for all units

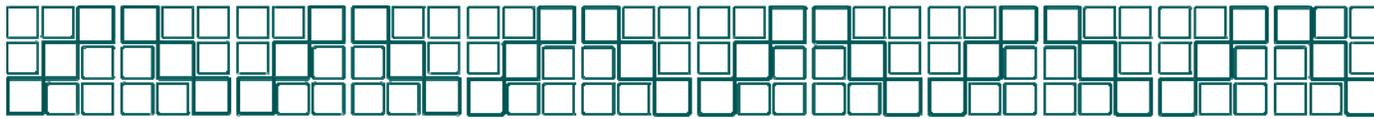
What Do the PhDs in OITE Do?

- Develop, present, and evaluate career/professional development programs and materials for NIH trainees
- Organize major OITE events
- Build and update the OITE Web site
- Write and edit trainee handbooks
- Meet with trainees one-on-one
- Work with IC Training Directors on NIH-wide projects
- Work with FelCom and the GSC



What Do PhDs in OITE Do? (continued)

- Supervise postdocs/grad students on details
- Manage international and inter-Agency postdoc programs
- Travel
 - To other NIH campuses
 - To meetings to recruit outstanding young scientists
 - To our own professional meetings
 - To give invited talks at campuses and meetings
- Evaluate graduate school applications, provide stipends, sign agreements (GPP only)



How Can You Find a Job Like This?

- *The Chronicle of Higher Education:*
<http://chronicle.com/section/Jobs/61/>
Position Type: Administrative
 - Academic Affairs > Academic Administration
 - Student Affairs > Career Services, Student Services
- Higher ed jobs: <http://www.higheredjobs.com/>
Category: Administrative

What Skills/Experience Will You Need?

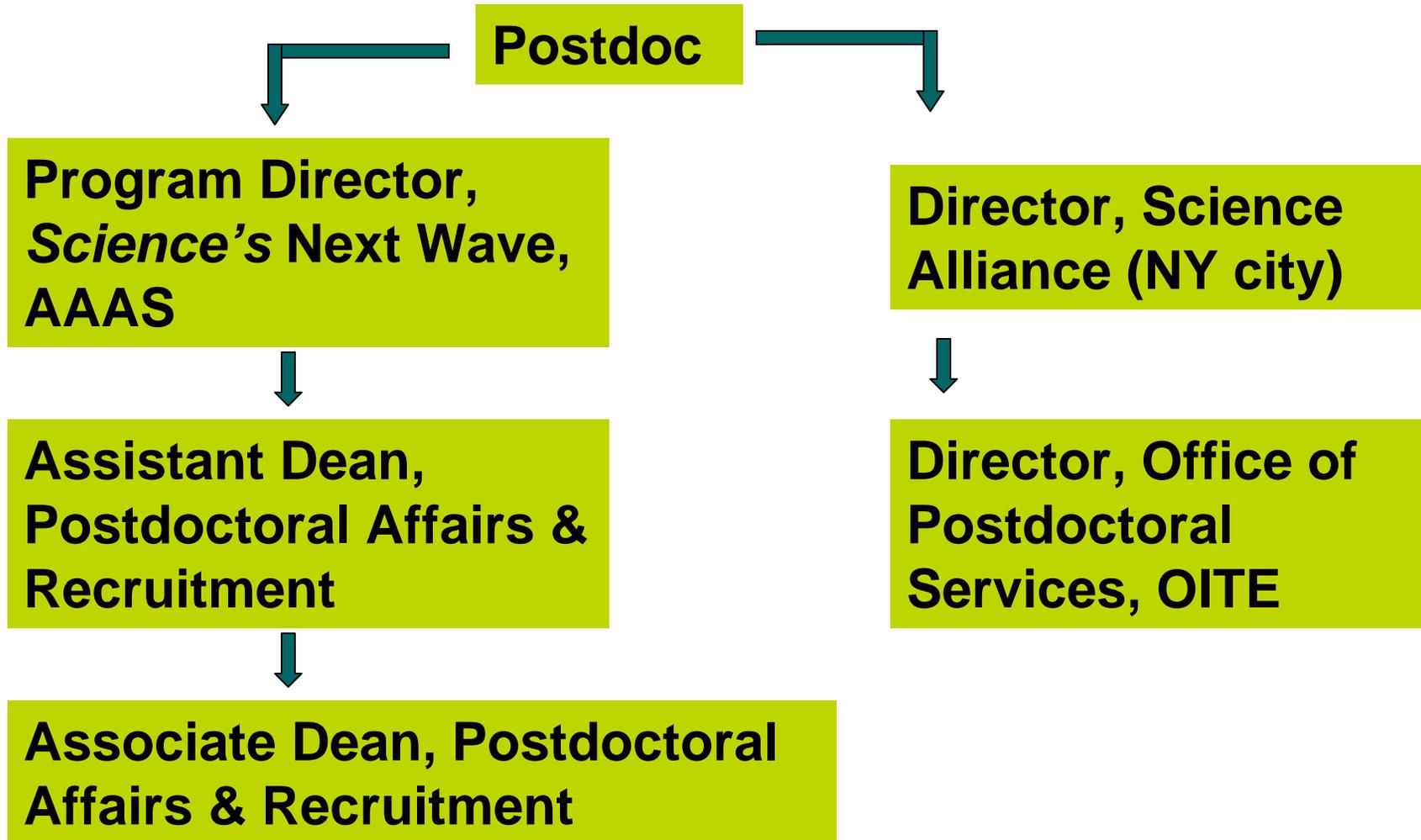
- Project management
- Program development and evaluation
- Presentation skills
- Writing/editing experience
- Supervisory/mentoring experience
- Leadership experience
- Administrative/organizational skills



What Credentials Will You Need?

- To be a dean:
 - Doctoral degree
 - Substantial experience in an equivalent academic environment
- To be a student affairs professional
 - A master's degree or above in a specialty like educational administration, career counseling
- But postdocs like you DO get jobs like this.

Examples of Successful Trajectories





Examples of Successful Trajectories II

