



Position Announcement for SCHOOL DIRECTOR

CLOSING DATE: September 15, 2009 or until position is filled
START DATE: January 2010 or Summer 2010 (Start date is negotiable)

RESPONSIBILITIES:

Provide vision and leadership for the School of Hotel & Restaurant Administration (HRAD) and make administrative decisions pertaining to academics, facilities, fiscal matters, personnel, staffing and policies, program planning and development. Supervise, coordinate and evaluate activities related to undergraduate and graduate instruction, research, and outreach. Facilitate departmental efforts to achieve excellence and increase national and international prominence. Foster the development of faculty in the attainment of their academic goals, recognizing the diversity of scholarly activities of faculty within the department. Teach selected undergraduate and/or graduate courses as workload permits. Advise master's and doctoral students in research. Demonstrate credible program of scholarship. Provide leadership in private fundraising to support program development and scholarships.

QUALIFICATIONS:

- Earned doctorate in an appropriate area of specialization from an accredited university. One degree in hospitality administration required, and one degree in a business related area preferred.
- Ability to meet qualifications for rank of professor with tenure and full graduate faculty membership at OSU.
- Demonstrated success with development activities including fundraising and grantsmanship.
- Successful administrative experience appropriate to the required responsibilities; including planning, leadership, management, problem solving, public relations and superior collaborative and interpersonal skills.
- Achievement of national visibility through leadership in academic and professional organizations.
- Demonstrated ability to communicate and interact effectively with administrators, faculty, staff, students, parents, and business and industry-related constituencies.
- Demonstrated ability to facilitate linkages with appropriate local, state, national and international agencies.
- Successful hospitality experience, to include oversight of revenue-generating operations, preferred.
- Demonstrated excellence in teaching, research, professional service and engagement.
- Willingness to pursue, promote, and encourage international opportunities/activities.

ACADEMIC ENVIRONMENT:

The School of Hotel & Restaurant Administration (HRAD) is one of three departments and one school in the College of Human Environmental Sciences. HRAD has 11 tenure track faculty and 4 clinical faculty, approximately 350 undergraduate majors, and 72 graduate students. HRAD's educational facilities are comprised of classrooms, teaching laboratories, and faculty offices; examples include a quantity food production kitchen; two fine dining room management and table service laboratories (The Ranchers Club and Taylor's Dining Room); a quick-service restaurant laboratory (Westside Cafe), a basic food preparation / sanitation laboratory, and an 80 room hotel (The Atherton Hotel at OSU) which includes a full service commercial laundry, meeting planning services, catering, and guest services. Special events include Distinguished Chef Scholarship Benefit Dinners and the Wine Forum of Oklahoma. Classrooms and teaching laboratories are fully equipped with multi-media and hospitality technology applications. Restaurant and hotel laboratories are open to the public to enhance students' learning experiences. For more than 75 years, the School of Hotel and Restaurant Administration has been providing an outstanding education for our future hospitality professionals.

Visit us at www.ches.okstate.edu

Address nomination(s) or letter of application expressing interest, curriculum vita, and names and contact information for five references to:

Dr. Sue Williams
College of Human Environmental Sciences
233 HES Building
Oklahoma State University Stillwater, OK 74078-6114; phone: 405-744-5057

Electronic submission of materials is encouraged. Send to: hraddir@okstate.edu