Dean of AI Innovation

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Type: Full-Time
Salary: $140,000 - $150,000 per year
Posted: 11 days ago
Application Due: Open Until Filled
Category: Science Deans



General Description

The Dean of AI Innovation provides strategic leadership in the exploration, development, and implementation of artificial intelligence solutions across the college. This role works collaboratively with academic divisions, student services, administrative units, and technology teams to promote responsible, equitable, and effective use of AI. The Dean will guide the integration of AI in teaching and learning, operational processes, and institutional decision-making, ensuring that the college remains at the forefront of emerging technologies that enhance student success and organizational efficiency.

Characteristics, Duties, and Responsibilities

- Develop and lead the college's strategic vision for AI adoption and innovation.
- Identify emerging trends in AI and recommend opportunities for integration across academic and operational units.
- Establish guidelines and best practices for ethical and responsible AI use, ensuring compliance with institutional policies and state/federal regulations.
- Collaborate with faculty to incorporate AI tools into curriculum design, instructional delivery, assessment, and student engagement.
- Provide training, workshops, and resources for faculty and staff to expand AI literacy and capability.
- Support academic program development related to AI, data literacy, and workforce needs in the local community.

- Partner with administrative and student support departments to implement AI-enabled solutions that streamline workflows, enhance communication, and improve service delivery.
- Lead cross-functional projects to test, refine, and scale successful AI initiatives.
- Work closely with IT and Institutional Research to ensure AI systems integrate effectively with existing technologies and data infrastructure.
- Oversee or support implementation of AI platforms, ensuring security, usability, and alignment with institutional goals.
- Monitor and assess the impact of AI tools using data-driven evaluation methods.
- Provide ongoing support and training to build AI awareness and skills across the college community.
- Serve as a campus resource and thought leader on AI innovation and best practices.
- Represent the college in external partnerships, industry collaborations, and community outreach related to emerging technologies.

Education Requirements

Doctoral degree required.

Experience

- Demonstrated experience with AI applications, digital innovation, instructional technology, or technology-driven process improvement, preferred.
- Experience working in higher education or complex organizational environments.

Competencies and Skills Required

- Creative and innovative.
- Ethical conduct.
- Ability to evaluate and pilot AI tools
- Strong project management skills
- Ability to build consensus across diverse departments
- Knowledge of instructional design, curriculum development, and pedagogical best practices
- Ability to train and support faculty adopting new technologies
- Experience aligning technology to student success outcomes
- Strong presentation, facilitation, and interpersonal communication skills
- Ability to work effectively with administrators, faculty, staff, and external partners
- Commitment to inclusive, ethical, and equitable uses of AI
- Ability to prioritize efforts when faced with tight deadlines and multiple, complex projects.

Physical Demands and Work Environment

- This position's duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.

- Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.
- No or very limited exposure to physical risk.
- Some travel required.

Salary: $140,000-$150,000

Additional Information

UCNJ Union College of Union County, NJ does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

UCNJ Union College of Union County, NJ is an EEO/AAP Employer/Protected Veteran/Disabled

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Disclaimer: This job description outlines the general nature and key features performed by various positions that share the same job classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of all employees assigned to the job. Nothing in this job description restricts management's right to assign or re-assign duties to this job at any time due to reasonable accommodations or other business reasons.

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We offer a comprehensive benefits package for full-time faculty and staff which includes Medical, Dental and Vision Benefits. We also offer twenty vacation days, ten paid holidays, and a ten-week summer work schedule which allows the college to close on Fridays. Other additional benefits include gym privileges, tuition remission for credit and non-credit courses at UCNJ Union College of Union County, NJ, and tuition reimbursement for an approved degree program at an accredited college or university.

Terms of Employment

Flexible schedule to meet department needs. Some evening, weekends, and extended hours may be required. Ability and willingness to travel on short notice to all on and off-campus sites as needed by the college. Employee must establish primary residency in New Jersey within one year of appointment unless an exemption applies.

Open Until Filled: Yes