



Academic Dean of Technology and Transfer

Job Title: Academic Dean of Technology and Transfer
Job Class: Administrative
Department: Academic
Reports To: Vice President of Academic Affairs
FLSA Status: Exempt
Compease: Grade 15
Prepared By: Vice President of Academic Affairs
Approved Date 12/06/2019

I. Position Purpose

The Academic Dean of Technology and Transfer will serve as a dynamic innovator and change agent. Under the supervision of the Vice President of Academic Affairs, the Academic Dean of Technology and Transfer will lead the areas of Liberal Arts transfer and General Education, Engineering, Information Technology, Business and Public Services as the strategic and operational champion to enhance student success by managing, developing, and implementing academic programming; leading a team of faculty and staff; and developing strategies to promote student enrollment, retention, and completion in accordance with the College's vision, mission, and values in the pursuit of excellence.

II. Duties and Responsibilities

MANAGE ACADEMIC PROGRAMS AND STUDENT SUCCESS INITIATIVES: The Dean will oversee curriculum development for current and new associate degrees and certificates. The dean will also provide leadership for program promotion, enrollment strategy, and effective course scheduling. Assist faculty to develop strategic goals for program growth and excellence. Lead faculty in pursuing and/or maintaining accreditation of external agencies. Investigate opportunities for and develop transfer pathway agreements with K-12 and 4 year colleges and universities. Lead and train faculty in academic advising efforts. Assist in planning, executing, and reporting on student success initiatives. Maintain accurate and complete records. Encourage innovation in the development and delivery of academic programs, classes, and advising.

PROVIDE TRANSFORMATIONAL LEADERSHIP FOR FACULTY AND STAFF: The Dean is responsible for the effective management of the division's office functions and will supervise and evaluate performance of all direct reports. Recommend appointments for full-time and part-time instruction. Provide training and recommendations for professional development. Communicate directly, honestly, and respectfully regarding achievements and opportunities for growth. Support faculty participation in student success initiatives. Provide conflict resolution, mediation, and negotiation of student, staff, and faculty concerns. Promote a sense of accountability for student, program, and college success.

IMPLEMENT ASSESSMENT STRATEGIES TO SUPPORT CONTINUOUS IMPROVEMENT: The Dean will maintain, analyze, and interpret data to identify opportunities and develop strategies to advance academic achievement and student success. Use data to assess the effectiveness of academic programs. Lead faculty to complete annual assessment and program review. Produce reports as needed to demonstrate progress made toward the achievement of learning.

MANAGE BUDGETS: The Dean will collaborate with faculty and staff to determine funding needs and priorities, prepare the division budget, manage and transfer funds within the division budget to support projects, and maintain fiscal integrity of the division budgets. Support adoption, acquisition, and implementation of appropriate new technologies. Participate in seeking, developing, and managing external grants that promote strategic learning objectives of the division.



DEVELOP COMMUNITY AND CAMPUS PARTNERSHIPS: The Dean will collaborate with community members and/or advisory boards to assess program needs. Serve as members of statewide committees, task forces, or other groups in order to advance learning and maintain community involvement. Develop plans with workforce development for short-term training. Collaborate with administration, faculty, and staff in campus and college wide planning in accordance with the Strategic Plan. Advocate effectively for the needs of the division while also considering the broader College priorities when appropriate. Maintain a visible presence within the college and community. Provide leadership and individual support to College-wide initiatives.

PARTICIPATE IN PROFESSIONAL DEVELOPMENT: The Dean will stay current on academic affairs within the state and nation. The dean will be knowledgeable of regional industry needs and workforce needs. Research and implement new program opportunities. Develop leadership goals for professional growth.

ENGAGE IN COLLEGE AND COMMUNITY SERVICE: The Dean will serve on committees and collaborate with education institutions and professional organizations for development and to share best practices; participate in recruiting, enrollment, and retention events; serves on College committees and performs other job related duties as assigned.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE. The Dean will demonstrate professionalism and customer service in accordance with the College's values; maintain positive working relationships, quality customer service, and the ability to make decisions and solve problems; maintain confidentiality, positive communication, accurate records, and an organized, safe working environment; exhibit flexibility, willingness to learn, ability to adapt to change and maintain current technology skills.

III. Qualifications – Education, Experience & Skills

- Minimum of a Master's degree or higher in Higher Education Administration, Curriculum and Instruction, a field within the area to be supervised, or a related degree. The degree must be from an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation,
- Minimum of 3-5 years of experience in supervision, leadership, or administration
- Experience teaching in higher education
- Evidence of continual professional development in the field of concentration

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).