Dean, Computer Studies & Advanced Technology

FLSA Status: Exempt
Pay Grade: 99
Job Title ID: 221034
Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Vice President, Instruction

Job Purpose

On a college-wide basis, to establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.
2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.
3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.
4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing. improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- Five years related work experience.

Preferred

- More than five years related Senior-level management experience in higher education.

Education

Required

- Master's degree in related area.

Safety

Required

- Provide resources for safe operation of units. Create and support workplace safety.