



<b>Position Title:</b>	Dean, Academic Affairs		
<b>Reports To:</b>	Campus President		
<b>Department:</b>	Academic Affairs	<b>Job Code:</b>	0801-03E
<b>Prepared By/Date:</b>	Jennifer C. Brito/05-15-2009	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Academic Affairs Deans/08-16-2010	<b>Salary Grade:</b>	20
<b>Revised:</b>	Jennifer C. Brito/08-20-2010	<b>FLSA Status:</b>	Exempt

**Summary:**

Serves as a chief academic officer on a campus with responsibility for overseeing and directing academic programs and is an integral member of the College and Campus management teams.

**Essential Duties and Responsibilities:**

- Provides leadership, direction and supervision to students, faculty, and staff
- Facilitates the development, review, and revision of academic curricula and assures their quality and relevancy
- Develops, maintains, and monitors fiscal resources and secures external funding to support educational initiatives
- Participates in the development and implementation of the College policies, procedures, and guidelines
- Participates in developing and implementing college-wide and campus initiatives
- Promotes partnerships with constituents in the external educational, professional and business communities
- Articulates with other educational institutions and the local community, and ensures active advisory committees to meet workforce development needs
- Monitors compliance with state, regional and specialized accreditation standards
- Works with Campus Presidents and other staff to assure college-wide institutional needs are met
- Promotes an environment supportive of the College mission and vision, student-centered services and teaching excellence
- Promotes the professional development of faculty and staff
- Participates in mediating faculty and student issues, grievances, and appeals
- Coordinates with chairpersons the course scheduling and faculty assignment process
- Manages the applicable provisions of the negotiated faculty collective bargaining agreement
- Participates in and oversees the selection, hiring, other personnel decisions associated with academic faculty and staff
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of college educational philosophy and top management administrative practices and procedures
- Knowledge of college curricula and instructional programs
- Knowledge of the goals, objectives, structure and operations of major college institutions
- Knowledge and skill in effective communication utilizing public relations principles and practices
- Knowledge of college policies and procedures
- Knowledge of technological systems as they apply to instructional, administrative, and

workplace needs

- Strategic planning skills to effect change in a multi-cultural environment
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff
- Ability to speak effectively to employees, faculty, staff and community groups

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, work is normally performed in a typical interior/office work environment with moderate noise.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No or very limited physical effort required and no or very limited exposure to physical risk.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Doctorate in Education or related discipline and seven (7) years of senior level experience in higher education **or** equivalent managerial skills and possess demonstrated leadership and creative accomplishments in an administrative role at an institution of higher learning.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name