



<b>Position Title:</b>	Dean, The Honors College	<b>Job Code:</b>	0806-00E
<b>Reports To:</b>	Campus President - Wolfson Campus	<b>Job Group:</b>	PEC
<b>Department:</b>	The Honors College	<b>Salary Grade:</b>	20
<b>Prepared By/Date:</b>	Alexandria Holloway/12/08/10	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Alexandria Holloway/12/08/10		
<b>Revised:</b>	Martha Arrieta/01/05/2011		

### **Summary:**

Responsible for providing visionary leadership for The Honors College at Miami Dade College. The individual in this position coordinates and assesses the effectiveness of honors curricula, programs, and other learning opportunities for students and serves as the intellectual leader of The Honors College; additional requirements include leadership in curricular development, admission and retention criteria, transfer pathways for students, program assessment, staff supervision, budgetary matters, and resource development (i.e. fundraising).

### **Essential Duties and Responsibilities:**

- Advises students, responds to parental concerns (transfers, discipline, dismissals, career options, status, overriding decisions, counseling, etc.)
- Ensures visibility of THC, presents to the MDC Board, local and national media, identifies students for participation in national, local and special events etc.
- Responds to required documentations, requests from College President/Campus President / district offices, faculty needs, dean's responsibilities, reports, etc.
- Provides student support services including scholarships, cultural enrichment and service learning experiences
- Oversees recruitment, matriculation, graduation and transfer of THC students
- Makes connections and creates transfer pathways and opportunities for THC students to top colleges and universities throughout the country
- Manages campus budgets and facilities at four sites
- Engages college personnel in creating, monitoring, and revising the established academic curriculum and organizing faculty certification
- Establishes and responds to national organizations for enhanced visibility
- Serves as liaison for national scholarship award competitions
- Plans and organizes Entering Class' Orientation and Annual Pinning Ceremony
- 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
- Public Speaking, Networking/Connections, Event planning, & organizational skills
- Multi-tasking working with multiple offices, programs, and diverse populations

**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, the noise level in the work environment is usually quiet.

**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.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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