

Position Information

Working Title Dean of Liberal Arts and Education

Position Number 6304

Position Status Full Time

Department School of Liberal Arts and Education

General Summary The Dean provides leadership in all academic matters for all full-and part-time faculty and staff members in the Division. Responsibilities include coordinating, evaluating, and improving curricula and programs; recruiting new faculty; initiating new programs; and promoting excellence in instruction.

Specific Position Duties Evaluate academic transfer, general education, and dual credit courses and curriculum; Assist with the preparation and monitoring of budgets for all programs; Perform program and personnel evaluations in accordance with College procedures; Administer a competent system of records and office accounting; Provide leadership in recruitment, retention, and development of high-quality faculty; Serve as a permanent member of the Curriculum Committee; Serve on various college committees as appointed; and Perform other duties as assigned.

Minimum Qualifications A Master's degree in a discipline within the Division or in a closely related field. Record of excellence in college teaching, preferably in a community college environment; Demonstrated effective leadership in an administrative position, preferably at the department level or higher; Commitment to service to the campus and the community; Strong interpersonal communication and writing skills; Ability to collaborate and to communicate effectively with internal and external constituencies; Commitment to excellence in instruction; Ability to produce effectively under tight deadlines on multiple projects; Supportive professional references; Industrious, self-motivated, productive and a team player; and Enthusiastic learner who also can motivate others to learn.

Preferred Qualifications

Reporting Relationship

Work Hours Typically Monday through Thursday 8:00 a.m. to 5:30 p.m. and 8:00 to 1:00 p.m. on Friday. Summer hours: 7:30 a.m. to 5:30 p.m. Monday through Thursday, closed Fridays. Numerous after-hours and weekend functions are required of the position.