

Job Description

Position Title: Academic Dean

Job Family: Executive Administration

Job Level: Dean

FLSA Status: Exempt

Salary Grade: 10

Position Summary:

The Academic Dean performs a variety of administrative leadership and management functions. Leads the academic division, coordinates and collaborates with other divisions and college departments and functions. Develops and implements strategy and provides oversight for Department programs.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides administrative direction and supervision of academic disciplines or programs and oversees the success of students taking classes in the divisions.
2. Analyzes and monitors department resources and budget.
3. Leads development of a data-informed and student-centered master schedule to ensure clear pathways for student completion and graduation.
4. Manages faculty, department heads and support staff. Leads college-wide projects and participates in a variety of workgroups.
5. Assigns projects and objectives and conducts performance evaluations.
6. Leads a team of faculty and staff to address short term and long-term goals for college programs.
7. Oversees implementation of credit, non-credit, independent study, and workshop courses.
8. Manages course scheduling, monitors enrollment, and adjusts as necessary. Reviews syllabi, course management and content for all courses.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of advising and counseling practices
- Knowledge of business management and fiscal practices
- Knowledge of principles and methods for promoting programs and services
- Knowledge and application of various instructional methodologies
- Skill in budget/resource management

- Skill in people leadership and supervision
- Skill in program development and process improvement
- Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below

- Master's degree in Academic Area or a closely related field of study required.
 - Doctoral Higher Education or a closely related field of study preferred.
 - Eight (8) years of related teaching experience.
 - Six plus (6+) years of supervisory experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required