

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Associate Dean of Arts, Sciences, and Technology	FLSA status:	Exempt
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DEPARTMENT:	Instruction	REPORTS TO:	Dean of Arts, Sciences, and Technology
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Position summary: This is a full time, twelve month contract responsible to the Dean of Arts, Sciences, and Technology. The Associate Dean is responsible for assisting with the leadership in planning, organizing, administering, and evaluating the educational programs of the Division.

Position responsibilities:

- Assist with organizational leadership and support to the instructional programs in the division.
- Assist with the supervision and evaluation of the development and use of human, fiscal and physical resources within the Division of Arts, Sciences, and Technology.
- Assist with the review and evaluate the instructional programs within the division.
- Assist in guidance for the scheduling of academic and continuing education classes, assignment of faculty members, and use of facilities.
- Research, write, submit, and administer grant proposals for educational activities.
- Assist with the collaboration to develop and implement a long-range plan and strategy for technical education.
- Assist with the maintenance and evaluation of professional development portfolios and IE assessment data and assist departments in setting standards, collecting and reporting data.
- Assist with the evaluation of faculty members and staff.
- Work with department chairs and faculty members to recruit students for the various programs in the division.
- Work with the Director of Workforce & Continuing Education to offer workforce training that meets the needs of the community.
- Provide academic advising; provide leadership and support to full-time and part-time faculty, on campus and at teaching centers in nearby towns.
- Investigate, develop, implement and coordinate technical and workforce education programs. Must be committed to continuous improvement of the division.
- Develop and maintain relationship with local, state, regional and national agencies.
- Assist with the preparation and controlling of the expenditures of approved budgeted funds for the program.
- Assist with providing orientation of newly hired faculty and staff in the division.
- Encourage faculty to participate in professional associations, conferences, and activities.
- Participate in professional and community activities for the improvement of faculty and staff in the division.
- Participate in professional organizations and attend conferences for the improvement of faculty and staff in the division.
- Remain loyal to the college and its purposes.
- Assist with recruitment and marketing.
- Attend College sponsored events.
- Performing other duties assigned by the Dean and/or Vice President of Instruction.

Minimum Position Requirements:

- A Master's degree with at least 18 graduate hours in an academic discipline required.
- Must possess high ethical standards; must be able to demonstrate an open, accessible, and collaborative leadership style that encourages teamwork, promotes diversity, and is effective in work with internal and external constituents.
- Must have an interest in students academically as well as contributing to a vibrant student life environment.
- Must demonstrate a record of achievement in policy formulation, strategic planning and budgeting, project administration, complex problem solving and effective written and oral communication skills.
- Must have excellent supervisory skills, including significant experience in supervise a large culturally diverse management team including a commitment to professional development, partnering, campus-community relations, equal opportunity and diversity support of the College's teaching and service mission.
- Experience with the accreditation process of the Southern Association of Colleges and Schools or another regional accrediting body is desired.

Knowledge, Skills, and Abilities Required:

- Must have a commitment to the philosophy of the college.
- Maintains professional competence in area of responsibility.
- Interpersonal skills which reflect total commitment to student development in all college activities required.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.

- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.