

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Associate Dean of Special Projects	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Instruction	<b>REPORTS TO:</b>	Vice President of Instruction
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**Position summary:** This is a full time, twelve-month contract responsible to the Vice President of Instruction. The major role of the Associate Dean of Special Projects is to provide leadership for the Panola College promise programs located in Panola and Shelby counties and to direct and develop the adult and experiential learning assessment for Panola College.

Panola College Promise - Develop and maintain relationships within the secondary education community; coordinate and supervise all Panola College Promise offerings; research and compile data for various reports; provide information and assistance to faculty, staff, students and the public.

Adult and experiential learning – Implement strategies to better serve adult learners. Promote recognition of credit for prior learning to boost enrollment, retention and completion. Support partnerships among employers and workforce organizations.

**Position responsibilities:**

- Develops and maintains relationships with ISD’s in Panola and Shelby county.
- Review and update Memorandum of Understanding (MOUs) with Partner school districts.
- Works with the Vice President of Instruction, Director of Advancement and the Director of Dual Credit to develop and implement Promise program enrollment growth and management plans.
- Work with Panola College departments to provide strategic advice to district partner college advisors and direct support to students and families regarding admissions, financial aid, and enrollment processes leading to well-matched postsecondary enrollment.
- Provides training to partner school guidance counselors.
- Develop and/or foster volunteer opportunities within the community and auditing of the volunteer activities students submit.
- Works with Vice President of Instruction on continuous program improvement.
- Manages the Promise program budget.
- Represents Panola College at Panola and Shelby county ISD recruiting events.
- Coordinates promise program orientations at partner school campuses.
- Coordinates with the Director of Admissions/Registrar and Director of Dual Credit to coordinate student transition from high school to Panola College.
- Coordinates visits to the high schools each fall semester to discuss the promise program
- Creates and updates various documents.
- Ensures letters are sent to rising 10th graders regarding promise program opportunities
- Creates a spreadsheet to track promise program documents for each partner ISD.
- Creates and distributes a Promise Program Summary Report each semester.
- Attend professional development conferences in relation to the promise program such as (CASE).
- Seek out local professional development and networking opportunities.
- Implement strategies to better serve adult learners.
- Promote recognition of credit for prior learning to boost enrollment, retention and completion.
- Support partnerships among employers and workforce organizations.
- Collaborate with the Deans of Career and Technical Education, Academic Transfer and faculty regarding the development and implementation of prior learning assessments.
- Attend professional development conferences in relation to prior learning assessment such as CAEL.
- Maintains a working relationship with community professionals and agencies for appropriate referrals.
- Other duties as assigned.

**Minimum Position Requirements:**

- A Master’s degree is 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.