

BRUNSWICK COMMUNITY COLLEGE

Job Description

Job Title: Dean of Professional and Technical Programs
Reports to: Vice President for Academic & Student Affairs

FLSA: Exempt
Date: January 2018

The incumbent in this position is expected to support the College in achieving its mission and goals. Student focus, college services, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION

Under general supervision of the Vice President for Academic & Student Affairs, the Dean provides critical leadership for faculty members in their assigned program area at Brunswick Community College (BCC). This includes establishing strategic plans for the program areas and working with each faculty member to determine goals the upcoming year. In addition, the Dean maintains an operating budget, manages class scheduling, teaches an assigned class load, and serves as a faculty advisor. Deans are expected to participate in the governance of the College through committees and meetings, shared leadership within and across divisions and personal recommendations to College administrators. The Dean will provide vision and leadership in an environment that embraces learning, positive spirit, high performance, integrity, and diversity.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides leadership; promote collaboration and overall direction to both full-time and adjunct faculty within the program areas
- Assists the VP for Academic & Student Affairs in long-range/strategic planning for the program areas
- Serves as a mentor and provide support to faculty in establishing key goals and objectives
- Coordinates the Division's efforts to grow, develop programs and increase program enrollment
- Coordinates the annual programs' operating budgets and track expenditures in key operational areas throughout each semester
- Assists with recruiting of new faculty members
- Assists with curriculum development, program review, and assessment
- Teaches a reduced assigned class load, which may include a variety of courses, both on and off-campus.
- Serves as a faculty advisor and maintain office hours in accordance with procedures established by the VP for Academic & Student Affairs
- Assists with reviewing and recommending text books, reference materials, equipment, software, etc., and purchasing these as part of the budget process
- Maintains professional and technical knowledge through a variety of sources
- Completes all reports and participate in meetings as requested
- Demonstrates a commitment to a student-centered learning environment and comprehensive community college mission
- Work effectively with a diverse faculty, staff, and student population
- Perform other duties as assigned by the VP of Academic and Student Affairs

MINIMUM REQUIREMENTS:

- Master's degree in a relevant academic area of instruction, successful teaching experience and three years community college experience. Two years of higher education supervisory experience preferred.
- Maintain positive attitude and strong work ethic
- Effective working knowledge of the policies, procedures, and operations of Brunswick Community College
- Effective working knowledge of personal computers, Internet, and email services
- Experience in instruction and curriculum development at the community college level
- Effective experience in working with students and faculty to address issues, concerns, and resolve conflicts
- Ability to interact in a professional manner and maintain effective working relationships with members of the Board of Trustees, College Administration, staff, students, and the general public
- Effective discretion in the handling of confidential information and sensitive materials
- Excellent interpersonal, organizational, and time management skills
- Excellent written and oral communication skills
- Demonstrated commitment to working with a diverse faculty, staff, and student population

SUPERVISORY RESPONSIBILITIES:

This position supervises full-time and part-time faculty and staff

Salary range is determined by the candidate's education and experience. The position will remain open until filled and subject to budget availability. Evening hours are required. A completed and signed Brunswick Community College application, a letter stating your qualifications related to the position requirements, skills and abilities, transcripts, and resume are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all documents and inquiries to: Human Resources, Brunswick Community College, PO Box 30, Supply, NC, 28462. humanresources@brunswickcc.edu Fax (910) 754-8229 Telephone: (910) 755-7300

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