

# Job Description

Position Title: Associate Dean of Sciences

Job Family: Academic Affairs

Job Level: Director

FLSA Status: Exempt

Salary Grade: 09

## Position Summary:

Reporting to the Dean of Sciences, the Associate Dean of Sciences is a core leadership team member for the division, as the Associate Dean and Dean will work collaboratively as partners to support the mission and vision of the College and the Division. The Associate Dean provides administrative support to the Dean in specific areas such as faculty and staff evaluation, budget development and management, grant development and compliance, student-related issues, and academic oversight for our additional locations. The Associate Dean serves as the division's liaison to other areas and divisions within the College, supporting the division's day-to-day operations as directed by the Dean. The Associate Dean coordinates division-wide initiatives such as scheduling, hiring, and facilities management per the Dean's directive while supporting faculty leadership with their roles, responsibilities, and supervision.

## 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. Assumes administrative responsibility in the absence of, or as directed by the Dean.
2. Assists with creating and maintaining an open, collaborative, and inclusive College environment focused on student learning and success.
3. Assists with communicating concerns and College initiatives to the division employees.
4. Assists with serving as the division liaison to other areas and divisions within the College, supporting the division's day-to-day operations.
5. Assists with Marketing, recruitment, and division webpages.
6. Assists the Dean and Faculty Leadership in ensuring the preparation of a schedule of classes that meets the needs of students. Works with faculty and staff to produce accurate schedules, catalog information, program information, and multi-year instructional plans.
7. Works with Faculty Leadership to manage the part-time faculty assignment to classes and monitor schedules and part-time faculty workload for accuracy throughout the semester.
8. Collaboratively develops the required annual reports of division accomplishments, outcomes, and concerns with the Dean.
9. Works with faculty and Faculty Leadership to plan for curriculum additions, modifications, and deletions; sets priorities for resource needs; participates in program review, as directed by the Dean.

10. Assists in overseeing the promotion, organization, coordination, and evaluation of the courses and curricula of the division.
11. Works with faculty, Discipline Coordinators, and Department Heads to align curriculum and develop pathways with our university partners, as directed by the Dean.
12. Leads investigations for student issues and academic complaints in conjunction with Faculty Leadership; the Associate Dean prepares recommendations, drafts official reports and correspondence for resolving student issues and academic complaints.
13. Evaluates requests for course exceptions, waivers, and other student petitions upon recommendation of the Department Head or Discipline Coordinator; escalates to the Dean when necessary
14. Collaborates with faculty, Discipline Coordinators, and Department Heads to identify and implement Course Learning Outcomes and to assess and improve learning at the program and divisional level, as directed by the Dean.
15. Assists with grant development and compliance.
16. Supports the Center of Excellence vision and associated activities.
17. Supports Extended Location Oversight Coordinators with site visits to our additional locations; assists with the growth and development of dual enrollment courses and locations.
18. Assists and works with Student Affairs to coordinate student retention efforts and enrollment management in accordance with the College's strategic plan.
19. Working with the Leadership Team, prepares reports for the Dean monitoring and measuring success rates within, between, and among courses and sections within each divisional program to ensure equitable success rates between courses and sections.
20. Assists Faculty Leadership with recruitment, hiring recommendations to the Dean, and developing the part-time faculty pool for the division. Assists the Dean with recruiting and selecting full-time faculty. Supports the Dean with faculty and staff evaluations.
21. Coordinates and documents part-time and full-time faculty observation cycles; supports the Department Heads by participating directly in the observations and evaluation of part-time faculty and full-time faculty.
22. With the Dean, actively promotes, encourages, and supports faculty development, especially part-time faculty, excellence, and innovative teaching.
23. Assists the Dean with budget development and administration of the operating budget.
24. Coordinates with the Science Lab Manager division technology and instructional resource planning and management, requisition of equipment, supplies, and materials for instructional purposes.
25. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of project management principles, processes, and techniques
2. Knowledge and application of various instructional methodologies
3. Skill in budget/resource management
4. Skill in people leadership and supervision

5. Skills in team building
6. Ability to adapt to a rapidly changing technical environment
7. Ability to apply analytical and critical thinking skills with the ability to draw conclusions and prepare accurate reports of results

### **Supervision:**

- Not responsible for supervising the work of others

### **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.

- 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.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree or higher in a science-related field and
- At least one year of academic leadership experience in higher education (department head, discipline coordinator, or equivalent) and
- Eight years of teaching experience in higher education

Preferred:

- Six plus years of supervisory experience

## 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:

- Pre-employment Background Check Required
- Some evening or weekend work hours