



JOB TITLE: Executive Dean – East Campus

CLASSIFICATION: Exempt

UNIT: Professional Staff

DATE: 02/26/2019

REVISION DATE:

GRADE: 132

REPORTS TO: President of the College
VP of Finance/CFO for EC Business Operations
VP of Instruction/CAO for Academics

SUPERVISION OF: Direct supervision given to agricultural and associated technical program faculty as well as campus services staff based at East Campus. Also directly supervises the lead veterinarian for the Veterinary Sciences Program.

GENERAL RESPONSIBILITIES: The Dean provides supervision of the Agricultural Department as well as operational staff at the East Campus, including maintenance/facilities, bookstore, business office, and the library. The Dean will direct the employees of East Campus to align with the processes and guidelines of Black Hawk College while supervising the day-to-day operations at East Campus.

DESCRIPTION OF ESSENTIAL DUTIES:

- a. Provides day-to-day leadership to departments at East Campus such as facilities/maintenance, bookstore, business office and library. Identifies external resources, including grant opportunities, and assists with development of grants proposals and monitoring of funded projects.
- b. Creates and sustains positive working relationships and strengthens connection at each campus and between the campuses as well as throughout the college district.
- c. Serves as the Dean of Agricultural Department at East Campus. In that role, works under the direction of the Vice President for Instruction/CAO.
- d. Serves as member of the Vice President for Instruction/CAO management team and College committees as assigned, and leads the Instructional Services Council.
- e. Advises administration and instructional chairs relative to personnel allocations, appointments, salary negotiations, sabbaticals and leave requests, collective bargaining interpretations, and other personnel-related activities.
- f. Prepares budgets, analyzes revenues and expenditures, and makes recommendations for resources allocation and management to the Vice President of Instruction
- g. Reviews and recommends salaries for new employees and faculty, including adjunct faculty (based on quality points), and visiting scholars within College policies and guidelines.
- h. Provides leadership for the establishment and continued growth of partnerships including businesses and community organizations, secondary schools, and four-year institutions.
- i. Collaborate with faculty and staff to assess and improve student learning at the program and department level at both career and general education curriculum.
- j. Coordinates preparation and submission of course, degree, and program requests, and reports; coordinates and oversees academic programs reviews and accreditations.
- k. Provides leadership for instructional initiatives; including new program development and revision of curricular programs and courses to meet the changing needs of students and area businesses.
- l. Ensures that student and academic services are provided in a manner that results in continued accreditation as well as recognition by appropriate associations and organizations.
- m. Works collaboratively with faculty department chairs in development of course schedules, hiring of faculty and faculty development initiatives.
- n. Attends Advisory Committee Meetings

DESCRIPTION OF OTHER DUTIES:

- a. Serves as a Campus Security Authority.
- b. Serves on contract negotiation teams as assigned.
- c. Recommends the appointment of members of citizen advisory committees for career curricula.
- d. Assists academic departments and administration in the development of College publications such as schedules, catalogs, fact sheets, and handbooks.

- e. Performs other job-related duties as assigned.

OVERALL ACCOUNTIBILITIES:

- a. Demonstrates Black Hawk College core values. .
- b. Commitment to ethnically and culturally diverse learning environment and workforce.
- c. Accuracy, efficiency, and timeliness of work.
- d. Ability to work cooperatively with co-workers.
- e. Ability to communicate effectively with employees, students, vendors, and general public.
- f. Maintains an ongoing working knowledge of Board Policies, bargaining agreements, faculty handbook, and Administrative Guidelines.
- g. Maintains confidentiality and security of all confidential records.

PRINCIPAL WORKING RELATIONSHIPS:

- a. Reports to the College President while working directly with the Vice President of Instruction/CAO as well as the Vice President of Finance/CFO and the Vice President of Student Services.
- b. Works cooperatively with the Director of Human Resources as well as other members of President's Cabinet.
- c. Works collaboratively with Advisory committees
- d. Works cooperatively with faculty and staff
- e. Develops coalitions and partnerships specifically with 4-year institutions and other community colleges.

EDUCATION AND EXPERIENCE: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.)

- a. An earned Master's degree or higher from an accredited institution required. Doctorate preferred.
- b. A minimum of five (5) years combined teaching and management experience preferably within higher education.
- c. Evidence of financial resource acquisition and multi-budget management required.
- d. Experience with student database required (e.g. Banner, PeopleSoft, Datatel, etc.).
- e. Experience in implementation of collective bargaining agreements required.
- f. Excellent interpersonal, communication, and organizational skills required.
- g. Demonstrated support and encouragement of multiculturalism required.
- h. Experience in a multi-campus environment preferred.
- i. Experience in a rural college setting preferred.

The above statements reflect the general details necessary to describe the principle functions of the described job; it is not an all-encompassing statement of all the work requirements that may be necessary to perform the job.

4/12/2019 HR-WPC (U:\)