

Dean of Business and IT

Position Class Title

Classification Information

Position ClassTitle: Dean

Position Type:

EEO Category:

Pass Message: Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message: Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Position Details

Employee Information

First Name:

Last Name:

Employee ID:

Position Information

Position ClassTitle: Dean

Position Title Dean of Business and IT

Position Control Number:

Position Type: Staff/Managerial

Hay Points: 725

EEO Category: Other Professional

FLSA Status: Exempt

Full-Time / Part-Time: Full-Time

Employment Status: Strategic Staffing Approved

Hired Salary:

Supervisor Title:	Provost and Chief Academic Officer
Additional Supervisor Title:	
Functional Area:	Business and Information Technology
Position Summary:	<p>The Dean of Business and Information Technology reports to the Provost and Chief Academic Officer and provides leadership, management, and direction to assure that a quality level of teaching and learning, and delivery and scheduling of different course modalities are offered to all degree and non-degree seeking students who enroll in division courses, certificates, and programs.</p> <p>The dean provides leadership and vision for the division, including managing student complaints, representing the interests of the division in campus meetings and community events, and operational planning for the growth and maintenance of the division. This position also provides leadership in developing and implementing student success and retention initiatives. This position is responsible for building and maintaining partnerships among faculty, staff, administration, and the community. This position assists in the creation and support of college policies and procedures; advises the Provost and Chief Academic Officer regarding any divisional concerns about college policies and procedures; follows College policies and procedures; and conducts disciplinary investigations of student and faculty misconduct and takes appropriate action. The dean supports and participates in the College's commitment to continuous improvement, organizational agility, and ensures compliance with state, regional, and divisional accreditation standards.</p> <p>It is the responsibility of the dean to ensure that a quality level of teaching and learning be offered to all students who enroll in division courses. The Dean is responsible for cost-effective management within the division; leadership in program growth; leadership to maintain division accreditations; leadership in satellites and College Credit Plus courses; assessment of a quality learning environment; faculty advising and advising of returning students; faculty evaluation and professional development; and effective personnel management of division employees. The Dean provides leadership in developing and implementing student success and retention initiatives.</p> <p>The Dean provides leadership in College strategic planning initiatives and is responsible for assisting in all implementation strategies expected in this position including the development and management of strategic grants and partnerships with universities, businesses, community organizations, and government entities. The Dean is also responsible for development of knowledge and skills to support degree and certificate programs, integration of credit and non-credit offerings, and articulation with other institutions of higher education.</p>
Licensure or Certification Requirements:	
Education Summary:	Master's degree in a Business and Information Technology division discipline or closely related program. An earned doctoral degree is preferred.
Experience Summary:	<p>The successful candidate will have a minimum of three years of progressive leadership experience including:</p> <ul style="list-style-type: none"> • A minimum of three years of higher education leadership experience as an academic dean, department chair, or program head at a regionally accredited institution of higher education; • Work experience in a division related field; • A minimum of three years of teaching experience (preferably full-time) in a field related to the Business and Information Technology Division with demonstrated expertise in innovative teaching and learning strategies, including the use of technology to enhance learning; • Experience establishing partnerships and collaborating with universities, businesses, community agencies, health organizations, and government entities; • Experience in new program development, assessment, accreditation and community

outreach;

- A collaborative style of leadership;
- Comfortable with change and the use of data to inform decision-making; and
- Full proficiency with Microsoft Office Suite applications and post-secondary education research and data collection.

Knowledge, Skills and Abilities:

- Knowledge and understanding of emerging technologies in the health and public services industries.
- Leadership, interpersonal and communication skills are needed in working with and handling personnel concerns for the division personnel and students.
- Effective change management skills in decision making, planning, budgeting and evaluation of personnel are required.
- Knowledge of procedures and the organization of the College as well as of higher education in Ohio
- A commitment to student access and success, diversity, and inclusion.
- Good stewardship of College resources. Ensure financial decisions align with College policies. Consider the impact on faculty, staff, students, and budget. Make timely decisions after appropriate consultation and relevant data is analyzed.
- Excellent oral written communication and interpersonal skills together with excellent listening skills; the ability to seek out, understand, and enable diverse viewpoints and approaches to achieve goals.
- Ability to adapt communication style and methods to the interests and needs of others.
- Effective command skills by taking unpopular stands, managing adversity, and encouraging direct and tough debate but knowing when to end and move on.
- Ability to demonstrate integrity and trust by communicating facts, researching topics, and admitting mistakes.

Other Requirements:

Job Duties

Job Duties

Percentage Of Time: 20-30%

Essential/Non-Essential: Essential

Responsibility / Duty: Supervision of faculty and staff and building effective teams: Select, orient, train, mentor and evaluate faculty and staff including classroom assessment; recruit, retain, and integrate adjunct faculty as a valued human resource of the College; insure appropriate and diverse staffing in the division; mentor and evaluate department chairs; facilitate equitable resolutions for personnel-related issues; support compliance with College policies and procedures; support the teaching and learning environment through professional development and strategic initiatives; facilitate employer/employee counseling; enhance communication through department, division, and college meetings, workshops and retreats; resolve personnel and student/instructor conflicts; fosters open dialogue; strives to create a team within the division; creates a sense of belonging in the division.

Percentage Of Time: 20-30%

Essential/Non-Essential: Essential

Responsibility / Duty: Promoting and maintaining excellence in teaching with a commitment to students and College mission: oversee all instructional programs of the division; facilitate a quality learning-centered environment, and provide divisional training on faculty advising and quality academic advising of returning students, and development and assessment of courses, certificates, and programs; support the currency and relevancy of curriculum and labs; promote and obtain articulation of programs and ensure transferability of

courses with Ohio's colleges and universities; support ODHE and HLC quality initiatives and continuous improvement standards; work with students to resolve curriculum issues and instructional concerns; oversee the assessment of division courses, certificates, and programs; market certificates and programs, and assist with student recruitment; promote and support a diverse and academically strong student body; ensure compliance with the master and class syllabi; coordinate curriculum with the other departments and divisions; implement, review, and update new and existing certificates and programs; assist in the process and resolution of student appeals and grievances according to College policy; oversee the scheduling of courses, including oversight of instructional labs; and support service learning.

Percentage Of Time: 20-25%

Essential/Non-Essential: Essential

Responsibility / Duty: Administration/Management: hold divisional meetings to advance shared governance processes and policies to discuss, train, and implement academic and strategic issues; manage the efforts of department chairs and coordinators to develop class schedules to meet college and community needs; review enrollment data and revise as needed; manage student enrollment and growth; monitor the academic progression, success, and admission into programs with pre-degree enrollment; manage budget, equipment, and other institutional resources; diversify delivery of courses through alternative modalities including satellites, online, weekend, and flexible times; develop, facilitate, review, and maintain articulation agreements with high schools, colleges, universities, and other agencies; maintain currency and accuracy of program literature in print and electronic formats; develop and manage fiscal and physical resources to ensure the quality and fiscal viability of the department, the division and the College; manage all strategic grants within the division and report on grant budgets and outcomes to the Provost and Strategic Grant Office; support program and institutional accreditation; maintain familiarity with accreditation standards; approve purchases; maintain division handbooks, orientation material, and division policies; support advisory committees; complete reports and support with information as needed.

Percentage Of Time: 20-25%

Essential/Non-Essential: Essential

Responsibility / Duty: Leadership and Strategic Planning: support the College strategic plan and take strategic risks; develop division goals, objectives, and projects that align with the College's strategic plan; support the University System of Ohio, ODHE and OACC initiatives, guided pathways, CCP, ECHS, OTM, TAG, CTAG, CT2, MTAG and other state and national initiatives; data based decision-making; work with other deans and administrative divisions in support of the College's mission of Access and Success and a positive work environment; work with Career Development in the job placement of students and establishment of intern and co-op opportunities; support College initiatives; demonstrate mutual respect and tolerance for varying points of view; oversee curriculum development; understanding of legal issues related to education; leadership in program growth; manage college implications for change; ensure compliance with ODHE and HLC requirements for general education; growth and support of career/technical and AA/AS transfer degree programs and concentrations; and is action oriented.

Percentage Of Time: 5-10%

Essential/Non-Essential: Essential

Responsibility / Duty: Service, Outreach, and Public Relations: represent the College at designated professional meetings and community events; represent the College in county and regional economic organizations and activities; market division programs to business, industry, and surrounding communities; research and integrate emerging technologies into academic offerings; develop relationships in the community to promote the College and attract students; participate in College outreach activities; and develop division information for publications.

Percentage Of Time: 100%

Essential/Non-Essential: Non Essential

Responsibility / Duty: Professional Development: obtain appropriate credentials; maintain currency in academia and division-related courses through participation in professional organizations, attending seminars, reading books, journals and articles, and other activities.