

Macomb Community College
14500 East 12 Mile Road
Warren, MI 48088
586-445-7885
www.Macomb.edu/Jobs

Associate Dean of Arts and Sciences - Search Extended, Job 000532

Employee Group:	Administrative
Bargaining Unit:	MCAAP/UAW Local 2411
Position Code:	A3062VPRAS
Assignment Location:	South Campus
Position Type:	Regular
Salary Range:	\$67,355 - \$103,242, commensurate with experience (2009/10 range)
Level:	3
Department:	Science

JOB DESCRIPTION:

Departmental assignments: May be assigned to one or more departments in Arts & Sciences (Communications, Humanities, Social Sciences, Math, Science, and Physical & Health Education) (CURRENT POSITION IN MATH AND SCIENCE.)

FUNCTION: The Associate Dean provides administrative management and leadership for assigned departments in collaboration with faculty and other divisional administrators and in a manner consistent with established College policies and procedures. The Associate Dean is expected to exhibit initiative, enthusiasm, and teamwork in accomplishing the responsibilities of the position.

RESPONSIBILITIES:

Management:

- Provide the day to day management of assigned campus departments including supervision of full and adjunct faculty and staff
- Coordinate the scheduling of faculty, courses and facilities (i.e. computer labs, etc.)
- Establish outcomes, procedures, timelines and performance criteria for short and long-term planning related to academic programs and administration
- Achieve understanding of and implement all appropriate labor contract provisions and personnel policies
- Select, recommend and evaluate full and adjunct faculty and staff in accord with College policies and provisions of labor agreements
- Participate in budget development and monitor budgets
- Participate in providing alternative delivery systems, personalized learning plans and off-campus learning experiences
- Meet with students to discuss problems or complaints and assist in devising equitable responses and solutions
- Achieve understanding of the use and capabilities of the Institutional Information System (IIS) and other databases which support the academic program and administration
- Assist in maintenance and security of facilities, supplies, and equipment
- Assist in planning and development of educational specifications for physical facilities for construction or remodeling
- Administer grants
- Represent the College
- Serve on committees as appropriate

Leadership:

- Work collaboratively to achieve departmental, divisional and institutional initiatives
- Communicate in an effective and timely manner
- Encourage and promote professional staff development

- Provide College-wide curriculum leadership in areas as assigned.
- Nurture pedagogical best practices
- Evaluate relevancy and viability of curriculum in collaboration with faculty and appropriate offices
- Nurture positive faculty relations
- Proactively pursue entrepreneurial activities which benefit the department, division and institution
- Encourage, support and nurture articulation agreements with both K-12 and 4-year institutions in collaboration with the Office of Articulation and Transfer Services
- Provide leadership in assessing student academic achievement
- Provide leadership to improve academic achievement, retention and the attainment of educational goals
- Encourage, support and establish academic partnerships with K-12, 4-year institutions and businesses and industry.

Research and Report Preparation:

- Conduct research, gather and interpret data and prepare reports both unique to the department/division and in collaboration with the institutional research, planning or other appropriate offices.
- Present data in a clear and concise manner, written or oral.

Technology:

- Provide technological leadership for the enhancement of office productivity and management
- Encourage, support and nurture the integration of instructional technology into the curriculum (i.e. on-line instruction, interactive video, etc.)
- Perform other duties as assigned.

SUPERVISION RECEIVED: Reports to the Dean for current departmental assignments.

SUPERVISION GIVEN: In a framework of shared responsibility, the Associate Dean of Arts & Sciences provides direction and coordination of assigned programs and staff. Provides direct supervision of employees (full and adjunct faculty and staff) to assure performance is in accordance with College and division procedures and objectives. Acts for the Dean in the Dean's absence.

QUALIFICATIONS:

Academic Credentials: Master's degree required.

Experiential background: A minimum of three years successful administrative experience or demonstrated leadership experience related to the duties of the position.

Written/Verbal Presentation Skills: Documented or demonstrated skills or experiences which verify professional communication ability.

Technological Proficiency: Knowledge of and evidence of ability to provide leadership for the use of technology in the classroom and for office and management tasks.

Curriculum: Evidence of skill in relevant curriculum development and ability to lead the design and revision of curricula to maintain relevancy and meet changing needs.

Assessment: Knowledge of and demonstrated ability to provide leadership for assessment of student academic achievement.

Leadership Potential: Evidence of skills in supervision and leadership role(s) or activities.

Community College Mission: Knowledge of, or commitment to learn, the unique mission(s) of the comprehensive community college and its place in higher education.

Shared Governance: Knowledge of the concepts and practices of academic governance, including employee involvement and individual accountability.

Learning Theory and Practice: Knowledge of, or commitment to learn and use, concepts and practices promoting effective teaching and learning.

WORKING CONDITIONS: Usual office conditions. Travel between campuses. Hours may vary. Some evenings and weekends required.

To Apply: Visit www.Macomb.edu/Jobs for our online application system and search by job number. Have required documentation ready to upload. If you have any concerns during the process, call 586.445.7885.

CLOSING DATE: 4-15-2010

Required Documents: Resume, cover letter, transcript (Degree Required for Position)

Optional Documents: Additional Transcript 2

EEO EMPLOYER

Michigan Relay Center 1.800.649.3777 (Voice and TDD).

<http://jobs.macomb.edu>

Macomb Community College (www.macomb.edu) is one of the nation's leading community colleges, serving more than 50,000 students annually. Macomb nationally ranks in the top two percent in the number of associate degrees awarded and as the largest grantor of associate degrees in Michigan. The college's comprehensive educational programming includes pre-collegiate experiences, university transfer and career preparation programs, bachelor degree completion and graduate degree programs, workforce training, professional education and certification, and continuing education and enrichment opportunities.