

Dean, Arts & Sciences at Northwest Florida State College

Position:	Dean, Arts & Sciences
Department:	Arts & Sciences
Hours:	Full-Time
Classification:	Administrative III
Salary:	&74,471-\$106,388
Location:	Niceville
FLSA Status:	Exempt
Application Deadline:	Review of applications will begin October 10, 2023. Applications will be accepted until the position is filled.



Qualifications

- Master's degree from a regionally accredited postsecondary institution; doctorate strongly preferred.
- At least three years of academic administrative experience in a post-secondary setting.
- At least three years of postsecondary teaching experience or the equivalent of such experience in a primary education field represented in the Arts and Sciences fields.
- Demonstrated excellence in written and oral communication skills, and the ability to design and implement effective programs in the area of supervision.
- Demonstrated ability to establish and maintain positive, professional, interpersonal relationships with students, faculty, staff, and administrators in all areas of College and community.
- Demonstrated ability to communicate programmatic accountability and quality student learning.

Duties and Responsibilities

- Serve as principal administrator of instructional programs including the Associate in Arts program and certificate programs in the Arts and Sciences Division.
- Create and administer departmental budgets in accordance with college strategic plan, policies, and budget hearings.
- Conduct trend and data analysis.
- Prepare capital, operating, personnel and grant requests; generate budget reports, and respond to requests for information.
- Facilitate/initiate respectful and effective communications internally/externally; provide staff with information and interpretation of College policies and procedures.
- Schedule and preside at College meetings/work groups; create and distribute written communications internally/externally in a timely manner.
- Serve as essential link to administration in communicating needs of departments, faculty, staff, and community groups.

Duties and Responsibilities - *continued*

- Provide strategic leadership and management including planning, developing and directing activities of multifaceted, and multi-subject division including but not limited to compliance with legislation.
- Maintain up-to-date knowledge of legislative matters as regards curriculum, instruction, and the delivery of postsecondary academic programs.
- Communicate legislation as changes occur to inform, advise, and supervise faculty and staff appropriately and to ensure compliance with legislation.
- Coordinate program, department and division reviews, accreditation and evaluation.
- Delegate and monitor administrative responsibilities of chairs and other employees as appropriate.
- Coordinate administrative duties with the Vice President of Academic Affairs and College constituencies.
- Supervise full and part-time faculty and staff.
- Implement systems to maintain, centralize academic administration and division record/forms/procedures.
- Assist in review of terms of operational contracts.
- Develop and recommend policies and procedures to the Vice President of Academic Affairs.
- Oversee all processes associated with semesterly and yearly schedule of courses.
- Develop, implement, and evaluate courses, programs, student learning outcomes, distance learning offerings, and related curricular matters, in cooperation with faculty and other college staff as appropriate.
- Create and analyze cost/benefit analysis of programs and operations within the programs as directed by the Vice President of Academic Affairs. Participate in and submit program feasibility studies for all new proposed programs and all programs recommended for sun-setting.

Apply Now

Provide a complete application package that includes **all** of the following:

- A letter of interest
- At least four references with full contact information including e-mails (References will not be contacted without consent from applicant)
- Curriculum vitae or resume
- Submit application packet (as PDF) to NWFSC-DeanArts@myersmcracoe.edu

If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant's grievance should be addressed to the Human Resources Executive Director. Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. In accordance with the Americans with Disabilities Act, NWFSC strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWFSC is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.



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Duties and Responsibilities- *continued*

- Communicate and interact with officials and agencies of the state and local government; serve on community teams, committees on behalf of the College; represent the College at state-level committees and councils and other higher education institutions as assigned. Represent the college as a delegate to the Council on Instructional Affairs.
- Create strategic and operational plans for programs within academics and the division to provide safe, efficient, effective programming and services; develop and implement long-range academic administration, division, and program goals; facilitate and support alternative curriculum development and delivery options; plan for faculty professional development; investigate and support grant opportunities; develop and review Academic Catalog; complete assigned, state reports.
- Handle disciplinary matters within the division
- Guide, supervise, mentor and evaluate faculty, administrative, and support staff as appropriate.
- Serve as a member of the College Curriculum Committee.
- Chair the Academic Program Recruitment and Retention Work Group, providing recommendations to advance Guided Pathways work at the institution.
- Manage the resolution of student, faculty, and staff issues as related to academics within the division.
- Participate in SACSCOC requirements, visits, and requests as well as adhere to all SACSCOC principles of accreditation.
- Serve as a College representative during engagements with outside regulatory agencies as related to programs and support College processes to maintain specialized accreditation where appropriate.

Duties and Responsibilities - *continued*

- Maintain credentials and knowledge of educational technology and College's infrastructure related to technology and the position; provide professional development activities as appropriate.
- In coordination with the VPAA, lead professional development sessions through the New Faculty Workshop series.
- Hire and supervise staff; anticipate and plan for personnel needs; evaluate support staff; oversee preparation and review of contracts; chair hiring recommendation committees; review and approve staff appointments.
- As a part of the college's risk management tool annual mandatory compliance training is required.
- Perform other duties as assigned.

Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- 36- hour work week
- Free tickets to designated Mattie Kelly Arts Center and Raider Athletic events

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