

# JOB DESCRIPTION



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**Position Title:** Assistant Dean of Business and Technology

**Division:** Business and Technology

**Employment Category:** Administrative Staff

**Primary Location:** District-wide

**FLSA Classification:** Exempt

Based on Sierra Vista Campus

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS18

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**Position Summary:** The Assistant Dean of Business and Technology is responsible for providing leadership, guidance, and oversight for assigned academic programs and departments within the Business and Technology Division; ensuring all academic programs are providing high quality instruction for students using current and relevant curriculum; and providing guidance and direction for student recruitment processes.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not intended to be a comprehensive listing of all functions and tasks performed by incumbents of this position.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Oversees the development, management, and course scheduling recommendations for assigned programs and departments within the division

Provides direct supervision for all associate faculty within the Business & Technology Division, including but not limited to, course assignments each semester, instructor performance evaluation, and other guidance and direction that may be needed by associate faculty members

Oversees the recruiting, hiring, developing, onboarding, mentoring, and retaining of qualified part-time faculty

Oversees the advisory council process for the division including providing guidance and direction for each program in establishing and maintaining robust program level advisory councils

Oversees the annual program review process working with each program to ensure program reviews are completed in a thorough and timely fashion

Facilitates department level planning activities, meetings, etc., including curriculum development activities, student organization functions, student competitions, etc.

Facilitates the development and ongoing monitoring of course fees within assigned departments in the division, recommending changes to course fees as necessary

Serves on committees, boards, and other community organizations, as assigned, to promote the college and Business and Technology Division programs

Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Master's degree in a field related to those in the Business & Technology Division from a regionally accredited institution of higher learning recognized by the US Department of Education

Five years of post-secondary teaching experience

Experience in a post-secondary education environment, with proven ability to lead, mentor, and manage current and prospective faculty

## **Preferred Requirements:**

Doctoral from a regionally accredited institution of higher learning recognized by the US Department of Education

Experience in a community college environment

Proven experience with course-level and program-level curriculum development and assessment

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved may be considered.*

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

Knowledge of, and ability to follow college policies and procedures

Knowledge of curriculum development procedures and policies

Knowledge of budget preparation, monitoring and administration

Knowledge of education and training resources

Skill in using complex database management systems, spreadsheets, word processing and statistical software

Skill in working in a cross-functional team environment utilizing tact and diplomacy

Skill in analyzing and problem solving

Skill in marketing and community outreach

Skill in presenting ideas and concepts orally and in writing

Ability in developing and maintaining relationships with both internal and external stakeholders Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective work relationships with staff, faculty, students and the public

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to effectively supervise the work of others and lead a team committed to the college's mission

**Work Environment:** Work is primarily performed under general supervision in a typical office setting with appropriate climate controls. Travel is required. May require working evenings and weekends.

**Physical Requirements:** Essential functions of this position require lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Dean of Business and Technology

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.