

JOB DESCRIPTION



Position Title: Assistant Dean for Outreach

Department: Outreach

Employment Category: Administrative Staff

Primary Location: District-wide
Based at Benson Center

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS18

Position Summary: The Assistant Dean for Outreach is responsible for directing the operation of the Benson, Willcox, and Fort Huachuca centers in support of the college's mission, providing oversight of instructional programming, including transfer, general education, work skills development, personal interest, dual enrollment, and life-long learning courses and for providing support, planning, and budgeting services for faculty, students, and community in order to offer college opportunities to students at the assigned locations.

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 a comprehensive listing of all functions and tasks performed by incumbents of this class.

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

Develops the vision and direction for the Benson, Willcox, and Fort Huachuca Centers; provides oversight of efforts designed to strengthen the college's relationships with community-based organizations, including the Joint Technological Educational District (JTED) and other services provided to public schools and other entities; provides leadership for ensuring quality in all aspects of the college's functions; identifies unmet needs followed up with recommending and implementing programs and initiatives designed to better serve the educational and cultural needs of community residents

Supervises full-time faculty and staff, establishes staff schedules, authorizes time off, evaluates performance; recommends changes to staff functions or organization

Administers community outreach; assesses community needs; develops and markets instructional program offerings; provides college information and educational opportunities to the community; responds to community needs, requests, and questions; acts as advocate and liaison for the community within the district; oversees high school registration and assists with development of dual credit and reverse credit programs throughout the district

Recruits, orients, assigns, supervises, and evaluates faculty; assists with faculty credentialing; visits classrooms and monitors instruction; develops new courses and programs; writes curriculum proposals and coordinates new and expanded offerings in order to build enrollments and respond to community needs; acts as advocate and liaison for faculty within the district in order to develop and retain qualified staff; assists departments with programs offered in the centers; maintains academic integrity to maximize student success; approves class scheduling; monitors instructional load and develops enrollment limits

Develops and manages center budgets; monitors and authorizes expenditures; identifies and prepares contingency or emergency budgeting requests; approves center processes and procedures; monitors the Fort Huachuca MOS credentialing program to ensure that it meets the needs of the Army while maintaining instructional integrity, trains and oversees center operations staff; monitors facility use to ensure operations are in support of instructional resource needs and in compliance with college policy; evaluates security processes/procedures

Serves on various college committees, advisory boards, and task forces and represents the college on local, regional, and state activities

Performs related duties as assigned

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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.

Education and Experience Requirements:

Master's degree in academic or related field from an accredited institution of higher learning recognized by the US Department of Education

Five years' experience in education/administration

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 continuing education principles and practices

Knowledge of principles of curriculum development

Knowledge of budget preparation, monitoring and administration

Knowledge of management practices and principles

Knowledge of education and training resources

Skill utilizing personal computer software programs affecting assigned work

Skill in analyzing and problem solving

Skill in marketing and community outreach

Skill in presenting ideas and concepts orally and in writing

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 related to sensitive information

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

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

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: Executive Dean for Academics

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.