

# JOB DESCRIPTION



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**Position Title:** Dean of Military Programs and Adult Education

**Department:** Military Programs and Adult Ed

**Employment Category:** Administrative Staff

**Primary Location:** District-wide  
Based at Fort Huachuca

**FLSA Classification:** Exempt  
**Remote Eligible:** No

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

**Pay Grade:** AS20

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**Position Summary:** The Dean of Military Programs and Adult Education is responsible for providing oversight of the Fort Huachuca Center, Military programs, and Adult Education by providing leadership and management of day-to-day operations, including the development and coordination of existing and new programming that meet the military community and adult education needs in advancing the college's mission, vision and goals.

**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:

Oversees the development and management of programming at the Fort Huachuca Center, identifies unmet needs and leads the discussion with internal and external stakeholders to develop and implement key military programs and initiatives; leads efforts to create and/or strengthen the relationship(s) between the college and military community; acts as a liaison between the military and the college.

Oversees the management of Adult Education's multi-site instructional program; works with the Adult Education director to identify, develop, and modify curriculum to meet the needs of students and communities through the coordination of programming within the county; coordinates with external agencies and organizations on special programs, projects, and workshops.

Serves as the college's military programming liaison, manages course offerings, services, events, and functions; monitors current and future directions of the military's training programs to address potential changes in college programming; identifies prospective target populations for programming and marketing; coordinates new courses and programs, develops curriculum proposals and identifies new and expanded offerings to build enrollments and respond to community needs.

Monitors college courses taught on Fort Huachuca; assesses and evaluates online IOS courses and instructors; works with academic deans to facilitate program and course offerings; monitors enrollments; provides support services for faculty, staff, and students to include transfer, general education, MOS credentialing, work skills development, personal interest, and /or life-long learning courses; responds to student needs; provides oversight of military tuition assistance program processes; monitors the Fort Huachuca MOS credentialing program; reviews MOS curriculum for alignment with college courses to ensure that it meets the needs of the Army while maintaining instructional integrity.

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 to build enrollments and respond to community needs; acts as advocate and liaison for faculty within the district 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 and program budgets; monitors and authorizes expenditures; identifies and prepares contingency or emergency budgeting requests; approves center and department processes and procedures; monitors the Fort Huachuca MOS credentialing program to ensure that it meets the needs of the

# JOB DESCRIPTION



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.

Leads assigned staff in a positive, motivational, and inspirational manner that promotes a collaborative work culture with the military and other college departments, a strong work ethic, and a caring and supportive environment for students

Provides leadership for assigned areas; oversees day-to-day operations; supervises assigned staff, including hiring, work assignments, performance management, and evaluations; makes recommendations for department organization and process workflows, training, and problem resolution; manages program budget; allocates resources; maintains and compiles enrollment data for periodic reporting.

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

**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 organize, prioritize, and follow multiple 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.

# JOB DESCRIPTION



**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 Vice President 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.