

View Posting Summary - Dean, Arts and Sciences

Posting Details	
Position Title	Dean, Arts and Sciences
Job Code:	2100
Requisition Number	11-216
Job Description	<p>This is advanced responsible work in developing, delivering, and evaluating a major academic division of the College, Arts and Sciences. Assignments include developing, delivering and evaluating credit courses and programs of instruction within the division. Responsibility also involves delivering courses, within available resources, to students through the maintenance of effective and efficient instructional systems consistent with the objectives of the College.</p> <p>Provides leadership and direction to directors, coordinators, chairs, faculty and staff in the development and delivery of instruction. Directs the division's instructional delivery system and provides guidance for the enhancement of student-centered learning.</p> <p>Engages in effective communication within the assigned division to foster the exchange of ideas and provide opportunities for participation of faculty in the decision-making process. Maintains communications with all areas of the College to ensure effective and efficient district-wide operations.</p> <p>Provides an effective division organization through the hiring, training, evaluation and motivation of faculty and staff. Maintains an organizational structure that ensures effective and efficient division and departmental operations.</p> <p>Performs program reviews, monitors trends in education and recommends enhancements to establish and maintain a student-centered learning environment.</p> <p>Carries out programs and curricular articulations with selected institutions to ensure continuity of programs for students. Is accountable for the accuracy of division information in the class schedule and College catalog.</p> <p>Coordinates the preparation of the annual budget and submits the budgets for approval. Monitors individual budgets to maximize utilization of available resources.</p> <p>Prepares and submits appropriate grant applications supporting division programs. Ensures that the provisions of grants received by the division result in successful project completions.</p> <p>Initiates approved new programs, delivers approved programs, evaluates cost-benefit data on existing programs and recommends discontinuance of deficient programs. Identifies and promotes activities that will improve the quality of instruction and increase efficiency in operations.</p> <p>Initiates and maintains accreditation certification, or approval of appropriate division programs.</p> <p>Advises administration and other members of the Instructional Council regarding the planning, operation, and evaluation of the division programs.</p> <p>Models and sustains effective Servant-Leadership and Shared Governance</p>

practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

An earned doctorate from a regionally accredited institution of higher education in a discipline appropriate to the assigned division and three (3) years successful teaching experience in higher education.

Successful record of responsible higher education administrative experience, preferably in a community college.

Strong inclusive leadership style, management, analytical and problem solving skills, with demonstrated comfort with shared and personal accountability.

Ability to direct the activities of full and part-time faculty and staff in the academic unit.

Highly motivated self-starter; collaborative and collegial.

Knowledge and experience in instructional technology and integration of technology into the online classroom.

Knowledge of enrollment management practices including assessment of student success and the development and implementation of appropriate retention strategies.

Successful experience in developing academic curricula and student-centered, outcome-focused programs.

Personal and educational philosophy compatible with the mission, goals and objectives of Edison State College.

Minimum Qualifications

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, high-profile, demanding environment with a proven ability to multi-task and prioritize successfully.
- Work independently, take initiative and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to

	<p>achieve common goals; successfully communicate and collaborate with others to achieve goals.</p> <p>-Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.</p>
Preferred Qualifications	
Special Instructions to Applicants	<p>This position is open until filled. Review of applications will begin January 9, 2012. For full consideration, please apply by January 9, 2012.</p> <p>APPLICATION REQUIREMENTS:</p> <p>Fully complete the application form. ALL work history must be included on the application and ALL fields must be accurately and specifically completed.</p> <p>Candidates must list ALL work experience which proves sufficient for meeting minimum qualifications of this position.</p> <p>Unofficial transcripts MUST be uploaded to the applicant system. It is suggested that all documents be uploaded as PDF documents. There is a 2 megabyte limit on each document.</p> <p>TRANSCRIPTS:</p> <ul style="list-style-type: none"> - Candidates must upload copies of ALL transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications of this position. - Official transcripts for all coursework and degrees are required at the time of hire. - Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bonafide U.S. evaluation service. The evaluation must be uploaded to the application. <p>PLEASE NOTE: Additional documents or changes cannot be made to your application once you have clicked on "Finished Attaching Documents" and receive your confirmation number.</p> <p>We regret that we are unable to accept faxed, emailed, mailed or hand delivered application materials outside the Edison online e-Jobs system.</p> <p>A screening committee will review application packages of those candidates that have met the minimum qualifications and will recommend a limited number of qualified applicants for interview.</p> <p>Criminal background check and fingerprinting will be required of the final candidate.</p> <p>Edison State College is proud to be a tobacco-free organization.</p> <p>All programs, activities and facilities of Edison State College are available to all on a non-discriminatory basis, without regard to race, sex, age, religion, national origin, disability, sexual orientation, marital or veteran's status. The college is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the College's Equity Officer at 239.489.9293.</p>
Advertising Requests (newspapers, professional journals, newsletters, etc):	<p>Inside Higher Ed Jobs</p> <p>Edison Online</p>
	Dr. Harrel, Chairperson, Interim VPAA, F/W

Selection Committee: <i>Please list each selection committee member's name, title, sex and race. Please limit selection committee to 2-5 members.</i>	Rodney Dennison, Associate Dean, Arts & Science, M/B Laura Weir, Professor, History, F/ Deb Kelly, Admin Assistant, F/W Terri Heck, Professor, Psychology, F/W Dana Roes-Kern, Professor, Art, F/W George Mancheril, Professor, Science, M/W Amanda Pollett, Professor, English, F/W Billee Silva, Registrar, F/W Tom Rath, Campus Academic Dean, M/W Michelle Fanslau, Director Academic Services, F/W Sandra Seifert, Professor Math, F/I
Department	VP/Dean Academic Affairs
Campus	Lee
Pay Rate	\$85,000.00 to negotiable
Pay Basis	Annual
Recommended Salary	
Job Open Date	12-15-2011
Job Close Date	Open Until Filled
Responsible Hiring Manager	
Position Number	C19968
Position Type	Administration
Position Status	Full-Time
New Position?	No
Work hours	Vaires based on program needs; typically 8:30-4:30
Work days	Varies based on program needs; typically Monday-Friday
Replacement for:	Reclassified position of R. Beeson
Termination Date	
Proposed Appointment - From Date:	03-01-2012
Proposed Appointment - To Date:	
Pass Message	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message	Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you. Thank you for your interest in this position.
Application Types Accepted	Main Application
Required Applicant Documents	Resume Cover Letter Transcripts
Optional Applicant	Other Document3

Documents	Other Document4 Other Document5
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Template Level Questions

How did you hear about this opportunity?

ANSWER

No Response

Newspaper

Online Career Source

Other

This question is required.

If other, please specify:

SHORT TEXT

This question is not required.

Enter any other name by which you have been known. If not applicable, please type "NA" in the box.

SHORT TEXT

This question is required.

Have you been convicted of a crime, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest)?

ANSWER

No Response

Yes

No

This question is required.

If yes, you must give complete details for each charge, including Date(s), Location, Nature of Charge(s), and Disposition(s). If no, please answer "NA"

LONG TEXT

This question is required.

Posting Specific Questions

Do you have an earned doctorate from a regionally accredited institution of higher education in a discipline appropriate to the assigned division of Arts and Sciences?

ANSWER

No Response

Yes

No

This question is required.

Do you have three (3) years successful teaching experience in higher education?

ANSWER

No Response

Yes

No

This question is required.

Points

Maximum Points Possible: 0

Template Level Questions

How did you hear about this opportunity?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Newspaper		0
Online Career Source		0
Other		0

0 %

Have you been convicted of a crime, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest)?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Yes		0
No		0

0 %

Posting Specific Questions

Do you have an earned doctorate from a regionally accredited institution of higher education in a discipline appropriate to the assigned division of Arts and Sciences?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Yes		0
No		0

0 %

Do you have three (3) years successful teaching experience in higher education?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Yes		0
No		0

0 %

Guest User

User Name:	GU57286
Password: <small>Between 6 and 20 Characters</small>	artsciences

Notes / History

12-15-2011 1:35 PM	Bonnie Etheridge
Saved	
12-15-2011 1:39 PM	Bonnie Etheridge
Saved	

12-15-2011 1:57 PM	Bonnie Etheridge
<i>Save</i>	
12-15-2011 1:58 PM	Bonnie Etheridge
<i>Save</i>	
12-15-2011 2:52 PM	Bonnie Etheridge
<i>Save</i>	
12-15-2011 3:19 PM	Bonnie Etheridge
NOTE: Waiting for approval from Dr. Harrel	
12-15-2011 3:28 PM	Rodolfo Moreira
<i>Save</i>	
12-15-2011 3:28 PM	Rodolfo Moreira
<i>Save</i>	
12-15-2011 3:32 PM	Bonnie Etheridge
NOTE: Approved by Dr. Harrel via email and review of the posting.	
12-15-2011 3:32 PM	Bonnie Etheridge
<i>Save</i>	
12-15-2011 3:40 PM	Rodolfo Moreira
<i>Posted</i>	
01-09-2012 1:52 PM	Rodolfo Moreira
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01-09-2012 2:13 PM	Rodolfo Moreira
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<i>Save</i>	
01-11-2012 1:52 PM	Rodolfo Moreira
<i>Save</i>	
01-19-2012 9:42 AM	Rodolfo Moreira
<i>Save</i>	
01-19-2012 9:51 AM	Rodolfo Moreira
<i>Save</i>	
01-26-2012 2:01 PM	Rodolfo Moreira

Save	
02-07-2012 3:57 PM	Rodolfo Moreira
Save	