



JOB DESCRIPTION

TITLE: Dean

SUPERVISOR: Vice President of Academic Affairs

JOB OBJECTIVES: Provide leadership and coordinate the educational, administrative, and financial affairs within the division. Create a work environment that supports faculty in producing continuous improvement and ensures that programs are good quality, relevant to students' goals, and ensure student success.

ESSENTIAL JOB FUNCTIONS:

- A. Develops, evaluates, and continually improves academic courses and programs, in collaboration with faculty, that are consistent with the College mission and strategic plan.
- B. Supervises program coordinators, faculty, and staff to create a collegial, productive, professional work environment.
- C. Ensures that instructional programs meet accreditation guidelines and standards.
- D. Directs periodic assessment of all courses and programs, demonstrating use of assessment to improve offerings.
- E. Oversees the development and revision of academic courses and programs within the division.
- F. Works with the Academic Affairs leadership team to advance the mission of the College as a whole
- G. Recruits and makes employment recommendations consistent with the College affirmative action plan.
- H. Supervises orientation of new faculty/staff to ensure understanding of policies and procedures.
- I. Manages the development and compilation of class schedules and teaching/classroom assignments.
- J. Directs the administration of all budgets within the division.
- K. Supervises the establishment and maintenance of effective program advisory committees.
- L. Provides formal and informal review and evaluation of coordinators, faculty, and staff, including promotion and tenure applications.
- M. Follows all applicable policies and required procedures.
- N. Supervises the evaluation of transfer credit and course substitutions within the division
- O. Performs other duties as required.

JOB STANDARDS:

- A. Master's degree or doctorate in appropriate teaching field required.
- B. Administrative/supervisory experience in higher education required.
- C. Teaching experience at the college level required.

JOB LOCATION: The primary job location is the College's main campus. Occasional travel throughout the service area to other teaching sites will be necessary.

EQUIPMENT: Use of telephone, computer, and other standard office equipment required.

CRITICAL SKILLS/EXPERTISE:

- Ability to lead others to improve student success
- Ability to establish and maintain productive relationships with faculty and others under their supervision
- Knowledge of leading edge technology and its applications to higher education

NON-ESSENTIAL FUNCTIONS: None

SALARY: \$45,000 - \$52,000 AY

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer