



WALLACE STATE HANCEVILLE

Vacancy Announcement

10/20/09

Deadline Extended

POSITION: Dean of Academic Affairs

DESCRIPTION: Under the administrative direction, plans and coordinates all aspects of the academic program for the academic division; sets goals, develops policies, plans curriculum, course offerings, requirements, schedules, textbooks and related academic matters; develops and recommends academic budget; implements procedures regarding recruitment, selection, development, appraisal and compensation of faculty and academic administrators; leads faculty in the achievement of academic objectives; monitors progress toward objectives and ensures that necessary reports are submitted; serves as liaison with accrediting bodies on academic matters; represents the President and College to external groups.

MINIMUM QUALIFICATIONS: Required minimum qualifications for the Dean of Academic Affairs are:

1. Master's degree in Administration of Higher Education, related field, or teaching discipline from an accredited institution; doctorate in Administration of Higher Education, related field, or teaching discipline preferred.
2. Five years of progressively responsible full-time experience in academic affairs
3. Three years of significant postsecondary administrative experience
4. Knowledge of theories, concepts and techniques of organization management
5. Experience with program accreditation and comprehensive program reviews
6. Experience in the regional accreditation process
7. Knowledge of curriculum and instruction in higher education including development of curricular materials, teaching strategies, and evaluation of instruction
8. Demonstrated evidence of innovative practices
9. Must have strong consensus-building skills and demonstrated participatory management/team decision making expertise
10. Excellent oral, written and interpersonal communication skills
11. Experience at the Dean's level preferred
12. Proficient in the use of technology such as Microsoft Word, PowerPoint, and Internet
13. Ability to work well with students, faculty, staff and administration
14. Ability to appreciate diversity and cultural differences
15. Ability to understand and appreciate the two year college mission
16. Experience in distance education
17. Ability to manage multiple budgets
18. Exceptional oral, written and interpersonal communication skills

DUTIES AND RESPONSIBILITIES:

- Develop a leadership team that seeks innovation, accountability, and excellence
- Participate with the Deans, Division Chairs, faculty, and staff in the development of the educational program, including its improvement and the maintenance of established standards
- Assist in the planning, development, recommendation and administration of the budgets
- Participate in events scheduled by the College
- Participate in the development, articulation, administration, and evaluation of instructional policies and procedures
- Provide collegial leadership for a diverse faculty and staff in an academic environment
- Participate in the development, implementation, and assessment of the instructional programs

- Assign classrooms, laboratories and offices
- Advise the President in the selection of qualified faculty and staff
- Participate in the preparation of materials designed to publicize all instructional programs
- Serve as member of the President's Executive Cabinet and other College committees as assigned
- Appraise performance of department chairpersons, faculty, program director, and evening director and approve performance appraisal of faculty
- Motivate, communicate with, and lead faculty in accomplishing educational objectives; supervise department chairpersons and program directors and staff
- Establish good public relations for the instructional program with community and other institutions of secondary and higher education
- When directed by the president, personally represent the College with individuals, groups, civic organizations, legislative bodies, commissions, accrediting agencies and other related entities
- Involve the community in planning programs and services for the community's benefit
- Promote articulation of college programs and facilities with secondary and other postsecondary institutions
- Fulfill other duties assigned by the President

SALARY: Appropriate placement on State Salary Schedule B (\$82,145 - \$113,462) of the Alabama Department of Postsecondary Education Salary Schedule.

POSITION AVAILABLE: January 2010

APPLICATION PROCEDURE: All applicants must submit a complete application packet which consists of the following:

1. A completed Wallace State Community College application for employment
2. A cover letter describing specifically how the applicant's experience and qualifications meet the requirements as outlined above
3. Current resume
4. Official or unofficial copies of college transcripts verifying required education
5. Letter(s) verifying at least two (2) years experience at division chair, assistant/associate dean, or dean level (or equivalent), preferably within a public technical, junior, or community college; and Three years' (3) full-time teaching experience, preferably within a academic field as defined above. The letter must include employment dates and job title and be on official letter head with an authorized personnel signature

Incomplete or delinquent packets will not be considered. Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Applicants selected for an interview must demonstrate proficiency in written English as part of the on-campus interview process.

RETURN PACKETS TO:

Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8295

INTERVIEW PROCESS: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and a presentation on a specific topic. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

APPLICATION DEADLINE: The deadline for receipt of all application material is 3:00 p.m. on December 4, 2009.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. **The School reserves the right to withdraw this job announcement at any time prior to the awarding.**