

Dean, Arts & Sciences at Northwest Florida State College

Position:	Dean, Arts & Sciences
Department:	Arts & Sciences
Hours:	Full-Time, 12 Month Position
Classification:	Administrative III
Salary:	\$70,525.00—\$100,750.00
Location:	Niceville Campus
Application Deadline:	Open until filled.



Qualifications

- Master's degree from a regionally accredited postsecondary institution; doctorate strongly preferred.
- At least three years of academic administrative experience in a postsecondary setting.
- At least three years of postsecondary teaching experience or the equivalent of such experience, preferably in a primary education field represented in the Academic Unit.
- Demonstrated excellence in written and oral communication skills, and the ability to design and implement effective programs in the area of supervision.
- Demonstrated ability to establish and maintain positive, professional, interpersonal relationships with students, faculty, staff, and administrators in all areas of College and community.
- Demonstrated ability to communicate programmatic accountability and quality student learning.
- Experience working in the Florida College System.

Duties and Responsibilities

- Serve as principal administrator of instructional programs including the Associate of Arts program in the Academic Unit, Liberal Arts & Transfer Programs.
- Create and administer Academic Unit and Departmental budgets in accordance with College strategic plan, policies, and budget hearings; conduct trend and data analysis; prepare capital, operating, personnel and grant requests; generate budget reports, and respond to requests for information.
- Facilitate/initiate respectful and effective communications internally/externally; provide staff with information and interpretation of College policies and procedures; schedule and preside at College meetings/committees; create and distribute written communications internally/externally in a timely manner; serve as essential link to administration in communicating needs of departments, faculty, staff, and advisory committees.
- Provide strategic leadership and management including planning, developing and directing activities of multifaceted, multi-subject division; coordinate program, department and division reviews, accreditation and evaluation; delegate and monitor administrative responsibilities of chairs and other employees as appropriate; coordinate administrative duties with the Vice President of Academic Affairs and College constituencies; supervise full and part-time faculty and staff; implement systems to maintain, centralize academic administration and division record/forms/procedures; assist in review of terms of operational contracts; develop and recommend policies and procedures to the Vice President of Academic Affairs; oversee all processes associated with quarterly and yearly schedule of courses.

Duties and Responsibilities - *continued*

- Develop, implement, and evaluate courses, programs, student learning outcomes, distance learning offerings, and related curricular matters, in cooperation with faculty and other college staff as appropriate.
- Create and analyze cost/benefit analysis of programs and operations within the programs as directed by the Vice President of Academic Affairs. Participate in and submit program feasibility studies for all new proposed programs and all programs recommended for sunseting.
- Communicate and interact with officials and agencies of the state and local government; serve on community workforce teams, committees on behalf of the College; represent the College at state-level committees and councils and other higher education institutions as assigned. Represent the college as a delegate to the Council on Instructional Affairs.
- Create strategic and operational plans for programs within academics and the division to provide safe, efficient, effective programming and services; develop and implement long-range academic administration, division, and program goals; facilitate and support alternative curriculum development and delivery options; plan for faculty professional development; investigate and support grant opportunities; develop and review Academic Master Plan; complete assigned, state reports.
- Handle disciplinary matters within the Academic Unit including interacting with the college attorney as needed for developmental plan implementation/monitoring.
- Guide, supervise, mentor and evaluate faculty, administrative, and support staff as appropriate.
- Serve as a member of the College Curriculum Committee.
- Manage the resolution of student, faculty, and staff issues as related to academics within the Academic Unit.
- Manage outside regulatory agencies as related to programs and maintain specialized accreditation where appropriate.
- Participate in SACSCOC requirements, visits, and requests as well as adhere to all SACSCOC principles of accreditation.
- Maintain credentials and knowledge of educational technology and College's infrastructure related to technology and the position; provide professional development activities as appropriate.
- Hire and supervise staff; anticipate and plan for personnel needs; evaluate support staff; oversee preparation and review of contracts; chair hiring recommendation committees; review and approve staff appointments.
- Perform other duties as assigned and in job description.

Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- Copies of transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)
- Resume
- A cover letter explaining why you consider yourself qualified for this position

To apply for this position, please visit our website: <https://www.nwfsc.edu/about/human-resources>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant grievance should be addressed to the Human Resources Director. NWF State College prohibits any form of discrimination on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, pregnancy, genetic information, or gender in any of its programs, services, or activities. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWF State College is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.

