

Edison State Community College invites qualified candidates to apply for the full time position of Dean of Professional and Technical Programs. The Dean of Professional and Technical Programs is responsible to the Provost for the operational oversight and strategic leadership of the Professional and Technical Academic Division, which includes Agriculture, Aviation, Business Programs, Criminal Justice, Early Childhood Education, Information Technology, Manufacturing and Engineering Technology, Social Services, Tech Prep, and Workforce Development.

To be considered candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer

Functional Responsibilities:

Students – Promote and facilitate student success from recruitment to retention to graduation:

- Facilitate a success-based learning environment.
- Hear complaints, resolve issues, and explain processes.
- Assist students with scheduling classes as needed.
- Process schedule changes.
- Approve independent studies and other special registration arrangements.
- Approve graduation checks and transcript evaluations.
- Advise students when faculty are not available.
- Respond as needed to inquiries forwarded from Student Affairs.
- Develop and maintain high school, career center, and university articulations.
- Collaborate with the Bookstore to ensure textbook adoptions are completed and texts are available to students.

Faculty – Foster excellence among the faculty; provide leadership, support, and feedback for full-time and adjunct faculty:

- Recruit, hire, develop, and supervise full-time and adjunct faculty.
- Cultivate positive faculty and staff morale in a climate of collegiality and mutual respect.
- Demonstrate reliability, consistency, and equity to all faculty and staff.
- Facilitate communication to and from faculty and develop multiple formal and informal ways to keep them informed and to advance their concerns.
- Encourage and support entrepreneurial initiatives among faculty to develop new programs, delivery models, services, partnerships, and revenue sources.
- Collaborate with faculty to set their yearly goals and complete them.
- Work with individual faculty to identify unique professional development needs and plans.
- Staff classes as necessary.
- Project future instructional needs.
- Evaluate full-time and adjunct faculty.

- Recommend awards and promotions.
- Manage flex contracts and trade time.

Curriculum – Collaborate with faculty to keep program curricula current and responsive to local and regional stakeholders' needs:

- Identify future trends in the various industries and plan offerings accordingly.
- Propose and work with faculty to develop new courses, programs, and delivery models to increase enrollment and to meet the needs of local employers.
- Maintain academic standards while being flexible enough to meet students' needs.
- Use advisory committee input to improve curricula.
- Facilitate assessment and revision of curricula regularly.
- Work with the Marketing Office to market each program in the division.
- Develop, review, and update internal and external publications (e.g., catalog and class schedule).
- Coordinate the development and maintenance of CTAG courses/credits.
- Lead efforts to obtain and maintain programmatic accreditation where applicable.

Strategic Enrollment Management – Develop new approaches, refine processes, and conduct SEM activities:

- Promote SEM with faculty and staff.
- Help faculty to develop and conduct individual SEM activities.

Committees – Chair or participate in meetings:

- Academic and Student Affairs Coordinating Council
- Assessment Committee
- Curriculum Committee
- Academic Senate
- Advisory Committees
- Provost's Council
- Promotion and Recognition Committee
- Institutional Accreditation Committees
- Strategic Planning Committees
- Ad hoc committees

Assessment – Facilitate the process of continuous improvement through assessment of student learning:

- Respond to the annual assessment of programs/disciplines.
- Conduct and respond to program reviews.
- Assist with data collection and interpretation.
- Gather data and complete reports for internal/external assessment.

Ombudsperson – Resolve issues:

- Solve problems for students, faculty, staff, businesses, and community members.
- Establish and facilitate processes among divisions/departments.

Partnerships – Create partnerships and participate in them with businesses, other educational institutions, community agencies, etc.:

- Develop and maintain high school, career center, and university articulations.
- Manage and maintain contractual agreements with outside agencies when needed and coordinate the creation and renewal of those agreements between the agencies, College administration, and the office of the Ohio Attorney General.
- In conjunction with the Alumni Office, develop and maintain relationships with alumni of the division's programs.
- Provide leadership for and report on the division's work-based learning activities.

Budget/Grants/Resource Development – Lead the process by which the division acquires and uses financial resources:

- Participate in grant writing.
- Seek alternative funding for college initiatives.
- Seek grants and donations in conjunction with faculty and other professional staff.
- Develop ways to acquire instructional equipment from industry.
- Identify learning goals and instructional resource needs.
- Develop budgets to support learning.
- Prioritize budget requests.
- Manage the division's budgets, process purchase orders, etc.
- Seek and manage community partnerships in grants.

Instructional Design and Technology – Provide vision and leadership for the division in course development, instructional design, and learning assessment for face-to-face, online, hybrid, and virtual delivery models:

- In coordination with the Information Technology Office, cultivate widespread and high-quality faculty adoption of existing and new technologies to increase student learning.
- Encourage online, interactive, and blended teaching processes and courses that enhance the College's academic quality and reputation.
- Plan and implement professional development and other opportunities that promote reflective, effective, and innovative pedagogy.
- Assist with incorporating instructional best design practices into the curriculum.
- Work closely with the Information Technology Office to help disseminate software and technology updates to the faculty.

- Maintain current awareness and knowledge of emerging trends in technologies and instructional design trends.

Required Knowledge, Skills, and Personal Qualifications:

Must be a team player, ascribing to the philosophy of servant leadership, the College's values, the academic core values, and continuous quality improvement. In addition, must possess excellent interpersonal, verbal, and written communication skills. Must have exceptional leadership and management skills and adapt to changing environmental conditions with entrepreneurial leadership.

Required Experience:

At least three years of teaching experience at the collegiate level, preferably at a community college. Administrative experience at the collegiate level, preferably at a community college.

Required Educational Background:

Master's Degree in a field related to the Division's programs/disciplines.

Supervises the Following Staff:

Program Faculty (full-time and adjuncts), Police Academy Commander, Tech Prep Coordinator, Child Development Center Director, Assistant Dean of Workforce Development, and Academic Project Specialists.