

JOB DESCRIPTION



Position Title: Dean of Academic Affairs

Department: Academics

Employment Category: Exempt Staff

Primary Location: District-wide
Based at the Downtown Center

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 Months per Year **Pay Grade:** EX17

Position Summary: The Dean of Academic Affairs is responsible for providing leadership and oversight of the Faculty Support Center, Institutional Research, and Grants Management; ensuring high quality academic training and instructional support of faculty and the college's learning management system, and for managing curriculum development, and for ensuring that learning outcomes in all curricula meet the needs of general education and program assessment, leading the assessment of program student learning outcomes, preparing related documentation for Higher Learning Commission accreditation, and ensuring timely and accurate data analysis and reporting required by federal, state, and other agencies.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Oversees the Faculty Support Center staff to facilitate faculty trainings on pedagogy and andragogy and to identify new technologies to support creative teaching methodologies

Oversees the Learning Management System staff to ensure that the learning management system meets the needs of the faculty and students, and that the faculty are trained in its use

Oversees the Institutional Research department to collect and report data to internal and external stakeholders in support of the college mission

Supervises the Grants Manager to support grant development, submission, and oversight

Develops and maintains the department budget, approving and monitoring expenditures, ensuring compliance with established college policies, and participating in the budget planning process

Oversees the Curriculum Management staff to ensure the integrity of curriculum development and management processes and that all curricula have appropriate program learning outcomes, both program specific and general education, for assessment

Supports the development of new credit and non-credit programs including micro certificates and baccalaureate degree programs

Oversees the accurate and timely processing of approved proposals in Banner, ArmyIgnitED, the Arizona Course Equivalency Tracking System (ACETS), the state course bank, the state Eligible Provider Training List (ETPL), the college website and portal (MyCochise), and the college's catalog

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Serves as the college's representative for reporting to AZ SARA, NC SARA, AZTransfer, Articulation Task Force Facilitator, and other state and regional organizations as assigned

Works with representatives of the Higher Learning Commission and the U.S. Department of Education to ensure the proper approval processes are followed with regard to new and deleted programs

Facilitates departmental strategy planning activities with faculty and staff to determine academic improvement opportunities

Collaborates with academic deans, department chairs, and faculty to ensure that program student learning outcomes are assessed regularly and to implement changes to curricula to improve student performance in those student learning outcomes

Documents performance in student learning outcomes, and resulting changes to curricula, for accreditation purposes

Collaborates with the institutional research staff to provide the academic deans with the performance metrics necessary for academic program reviews; collaborates with academic deans to evaluate the achievement of program-level student learning outcomes

Supports teams performing Strategic Think Tank initiatives

Provides creative guidance to the team developing the agenda for fall convocation

Collaborates with Perkins Grant committee to ensure that needs assessments, improvement plans, and financial expenditures are consistent with Perkins Grant purposes

Monitor and guide college efforts to accomplish Higher Learning Commission Quality Improvement projects

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Master's degree in a related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Five years of related, full-time, professional experience

Doctoral degree is preferred

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of quality and process improvement systems, strategies and tools

Knowledge of current trends and methods related to research and data collection

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Knowledge of curriculum development and management processes and requirements
Knowledge of federal and state reporting requirements and issues impacting higher education
Knowledge of organizational structure, workflow and operating procedures, as well as management principles and practices
Knowledge and skill in quantitative and qualitative research, data collection, statistical analysis and reporting
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to effectively supervise the work of others and lead a team committed to the college's mission
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive judgement and decision-making processes
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public
Skill in using complex database management systems, spreadsheets, word processing and statistical software
Skill in working in a cross-functional team environment utilizing tact and diplomacy

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Executive Vice President of Academics

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.