



## Job Description

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<b>Job Title:</b>	Associate Dean Allied Health and Cosmetology	<b>Grade:</b>	N
<b>Department:</b>	Nursing, Allied Health, Early Childhood Education & Cosmetology	<b>FLSA:</b>	Exempt

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***The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.***

### **General Function:**

The Associate Dean of Allied Health & cosmetology has responsibility for the direct oversight of three Academic Divisions, housing the Allied Health and Cosmetology programs: Health Sciences Division, Health & Human Services Division, and, Medical Careers & Cosmetology Division. The position is responsible for clinical agreements, internal policies and procedures, personnel issues, budget compliance, and supervision of an administrative assistant and data manager (statistician).

### **Characteristic Duties and Responsibilities:**

1. Manages full-time personnel; provides operational oversight of all allied health curriculum and CE programs as well as the cosmetology program.
2. Oversees the daily operational and administrative tasks of the Divisions, such as workload reviews, clinical agreement requests, internal policies and procedures, personnel issues, budget calendar and compliance, and student issues or concerns.
3. Reviews and approves reconciliation reports of retail receivables; Dental Hygiene Clinic operations, and the Cosmetology School/Salon operations; monitoring the expenses and revenues of each entity.
4. Coordinates and oversees the hiring, professional development, and the performance reviews for faculty and staff in the Allied Health and Cosmetology programs.
5. Assists in the development of new programs based on market demand, budgets, and strategic plans for the college and the learning unit.
6. Coordinates the accreditation and re-accreditation processes for all programs.
7. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to Dean of Nursing, Allied Health, Early childhood Education and Cosmetology

**Direction Given:** Management of the operation of a department or major function with activities typically coordinated through administrative personnel above the level of first line supervisors or through persons having mid to upper level management or professional responsibility.



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### **Minimum Requirements:**

Master's Degree from a regionally accredited institution in Health, Education, or Human Services field and four years of job-related experience

### **Preferred Qualifications:**

- Five years of experience teaching in a community college or university setting.
- Five years in a leadership role at a community college or university

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of higher education administration

Strong of budgeting and accounting understanding and experience

Knowledge of training

Supervisory skills

### **Working Conditions:**

Typical office environment