



Job Description

Job Title:	Associate Dean Central Campus/Visual Performing Arts	Grade:	O
Department:	Central Campus	FLSA:	Exempt

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:

This position serves to assist the Dean of Central Campus in the management of two divisions, the Services Corp Performance Facilities Project and act as a liaison with other areas of the college. The Arts Division house some of the largest UGETSE courses as well as conducting community outreach that serves over 20 thousand community members a year through the Performing Arts, Sensoria Festival, CPCC Galleries and Culinary Arts Greenway Dining Room.

Characteristic Duties and Responsibilities:

1. Plans, initiates, and manages activities of the Arts: Visual, Performing and Interior Design Division, Hospitality Education Division, CPCC Galleries, the Performance Arts facilities project and the annual Sensoria festival, including development of marketing plans, fundraising, implementing goals and objectives and administering policies and procedures to help advance the College's vision and mission.
2. Oversees arts foundation accounts, Sensoria budget, CPCC and Opera Theatre budgets, Campus Enhancement budget, theatre lab fees and coordinates all marketing initiatives for various community outreach programs.
3. Monitors progress of Central Campus and other assigned projects to ensure that all deadlines are met; reviews finished tasks to ensure that all necessary changes are met.
4. Selects, supervises, and trains employees; assigns tasks; monitors and evaluates performance; makes recommendations regarding disciplinary action.
5. Develops external partnerships with arts and culinary organizations and identifies alternative funding sources..
6. Collects and analyzes data; prepares periodic reports as requested.
7. Examines business and industry needs and accommodates those needs by providing alternative instructional delivery methods.
8. Serves on college committees and task forces as requested to assist the college in pursuit of its mission and objectives.
9. Participates in overseeing and coordinating administrative operations for the central campus, Visual and Performing Arts Division, Hospitality Education Division, CPCC Galleries, Performing Arts Facilities and outside agencies and organizations; recommends and implements policies and procedures; confers with and provide staff assistance and advice to the central campus dean on instructional and administrative matters.
10. Participates in the planning and implementation of the Central Campus academic programs.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. July 2016



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11. Manages the Campus Enhancement Funds and related purchases.

12. Performs other duties as assigned.

Reporting Relationships:

Direction Received:	Reports to the Dean, Central Campus
Direction Given:	Management and supervision of the operation of a major function typically coordinated through administrative personnel at or above the level of first-line supervisors; additional supervision of assigned staff

Minimum Requirements:

Master's Degree from a regionally accredited institution and six years of administrative/management experience with a minimum of two years at a higher education institution in an administrative role; must have highly developed project management skills; must have high level of technology and social media tools in order to drive online marketing campaigns for CPCC Theatre and Sensoria Festival

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of budget development, theories and practices
- Knowledge of basic accounting principles
- Knowledge of college's policies and procedures
- Knowledge of college's programs and services
- Ability to develop curricula
- Excellent oral and written communication skills
- Excellent organizational and presentation skills
- Ability to conduct research and formulate conclusions
- Ability to work with individuals from diverse backgrounds
- Supervisory and leadership skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or, to other campuses or out-of-town to attend conferences and meetings; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse