



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:

Assists the Campus Dean in the oversight of daily operations of Central Campus. Plans, organizes and directs the academic and administration activities of the Visual and Performing Arts Division, the Performing Arts facilities (Halton Theater), and the annual Arts Festival.

Characteristic Duties and Responsibilities:

1. Plans, initiates, and manages activities of the Visual and Performing Arts Division, Performing Arts facilities and the annual Arts Festival, including implementing goals and objectives and administering policies and procedures to help advance the College's vision and mission.
2. 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.
3. Selects, supervises, and trains employees; assigns tasks; monitors and evaluates performance; makes recommendations regarding disciplinary action.
4. Serves as a liaison to Facilities Services for construction, renovation, program moves and office space assignments; provides information, and support for the design, development, and implementation of construction plans.
5. Develops and administers a budget for the Visual and Performing Arts Division, Halton Theater, and Arts Festival; monitors and reconciles the revenue budgets for these areas.
6. Develops external partnerships and alternative funding sources.
7. Collects and analyzes data; prepares periodic reports as requested.
8. Examines business and industry needs and accommodates those needs by providing alternative instructional delivery methods.
9. Serves on college committees and task forces as requested to assist the college in pursuit of its mission and objectives.
10. Participates in overseeing and coordinating administrative operations for the central campus, Visual and Performing Arts Division, Halton Theater 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.
11. 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.

June 2008



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12. Serves as the primary contact for projects/initiatives concerning campus safety and security, parking, student communications, quality assurance, marketing and fund raising.
13. Manages the Campus Enhancement Funds and related purchases.
14. Performs other duties as assigned.

Reporting Relationships:

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

Minimum Requirements:

Master's degree from an accredited college or university and six years of administrative/management experience with a minimum of two years at a higher education institution in an administrative role

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