



## Job Description

<b>Job Title:</b>	Dean Central Campus	<b>Grade:</b>	DNC
<b>Department:</b>	Health Science Culinary Fine Arts	<b>FLSA:</b>	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:**

Plan, organize and directs the academic, faculty, student support and administrative activities of multiple divisions to ensure that assigned programs comply with college standards, policies, and procedures.

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

1. Counsels and advises students and staff; suggest appropriate courses of action; and coordinates grievances.
2. Serves on committees and task forces; represents the college at internal and external functions.
3. Oversees and coordinates the operations of the campus; supervises and coordinates room assignment and scheduling; develops, recommends, and continually evaluates campus operations.
4. Participates in the development and expansion of course offerings at the campus.
5. Manages day-to-day operation of the faculty and coordinate activities such as parking, security, physical plant and bookstore.
6. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Receives administrative direction from the Vice President for Learning

**Direction Given:** Exercises direct and indirect supervision over instructional, support, and administrative staff and facilities.

### **Minimum Requirements:**

A Master's Degree from a regionally accredited institution and five years of increasingly responsible administrative experience in an educational setting.

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

Knowledge of instructional needs

Knowledge of principles and practices of college level instructional administration

Knowledge of principles of supervision including performance appraisal

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. September 2003



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Knowledge of methods and techniques of faculty and student recruitment and counseling

Knowledge of principles of budget development and administration

**Working Conditions:**

Typical office environment