Job Description

Job Title:	Dean Harper Campus	**Grade:**	DNC
Department:	Harper – Applied Technology & Construction Institute	**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:

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. Coordinate assigned activities with division directors, directors, other deans, associate vice presidents, the Vice-President for Instruction, and with outside agencies and organizations.
2. Provide assigned instructional and other support services for students.
3. Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs, prepare students for success, and which meet the external requirements of the Southern Association of Colleges and School and other accrediting agencies.
4. Provides leadership for enhancing the visibility, enrollment, and resources of the campus.
5. Co-leads the facility programming effort for campus expansions or remodeling.
6. Oversees screening committees and recommends full-time faculty/staff appointments.
7. Directs the development and administration of budget as appropriate; directs the forecast of additional funds needed for staffing, equipment and supplies; monitors, recommends, and/or approves expenditures.
8. Seeks/manages alternative funding resources including donations, grants, CPCC Service Corps initiatives.
9. Represents campus at college-wide, instructional, and community meetings.
10. Confers with and provides assistance and advice to the deans, associate vice-presidents, and vice-presidents; develops, prepares, and presents recommendations and reports as requested.
11. Carries out overall day-to-day operational supervision of both permanent and assigned staff.
12. Oversees the recruitment, hiring, supervision, training, motivation, and evaluation of all assigned campus staff in cooperation with the appropriate college dean, manager, or division director.
13. Evaluates established performance objectives and performance reviews, and implements college personnel policies and procedures for assigned staff in cooperation with the appropriate college dean, manager, or division director.

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. January 2013

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14. Counsels and advises students and staff; suggest appropriate courses of action; and coordinates grievances.
15. Serves on committees and task forces; represents the college at internal and external functions.
16. Oversees and coordinates the operations of the campus; supervises and coordinates room assignment and scheduling; develops, recommends, and continually evaluates campus operations.
17. 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.

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

Knowledge of principles of budget development and administration.

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Working Conditions:

Typical office environment

Oversees the following divisions/disciplines:

Engineering Technology; Information Technology and Technical Careers

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