Job Description

Job Title:	Dean Special Projects	**Grade:**	DNC
Department:	Merancas 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 with the planning and delivery of courses offered through Public Safety, CCE. Assists with professional development activities as outlined by the Vice President for Learning. Coordinate efforts to ensure that assigned programs comply with the college standards, policies, and procedures.

Characteristics Duties and Responsibilities:

1. Assists with the community outreach and community liaison.
2. Coordinates Public Safety CCE operations in collaboration with the Dean.
3. Maintains availability and assistance to the students and staff.
4. Assists Professional Development with workshop development and delivery.
5. Assists with the development and expansion of OE offerings at the College.
6. Assists with enhancing the visibility, enrollment, and resources for the College.
7. May represent the College at internal and external functions
8. Oversees special projects as assigned.

Reporting Relationships:

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

Direction Given: Exercises indirect supervision over instructional, support, and administrative staff in Public Safety, CCE

Minimum Requirements:

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

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. April 2013

Job Description

Job Title:	Dean Special Projects	**Grade:**	DNC
Department:	Merancas 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.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of instructional needs

Knowledge of principles and practices of college level instructional administration

Knowledge of principles of NCCCS audit requirements

Knowledge of principles of budget development and administration

Knowledge of organizational development principles and change management theory

Working Conditions:

Typical Office Environment

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. April 2013