



## Mott Community College Job Description

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**Title:** Academic Dean - Business  
**Department:** Academic Affairs  
**Reports To:** Vice President for Academic Affairs  
**Date:** July 5, 2007/Revised October, 2010

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### **Purpose, Scope & Dimension of Job:**

The Dean is a front-line learning leader of the college, a member of the Academic Affairs executive staff, and a member of the college management team. The Academic Dean is responsible for promoting academic, administrative and fiscal leadership in accordance with Mott Community College's Strategic Plan and for exercising holistic judgment when executing the duties of this position.

### **Supervisory Responsibility:**

The Academic Dean supervises division staff and division faculty. *In this particular position, this involves faculty and staff representing the Business division including departments of Accounting, General Business, Marketing, Management, Office Information Systems, Cosmetology, Nail Technology, Esthetician, and Culinary Arts*

### **Essential Duties/Major Accountabilities:**

#### **A. Learning**

1. Collaborate with faculty and staff to assess and improve learning at the program and divisional level
  - a. Contribute to the design of formative and summative assessments at the program and division level which address the questions of "What are students learning?" and "How do we know?"
  - b. Produce reports as needed to demonstrate progress made toward the achievement of learning
  - c. Design, collect data for, implement, and evaluate division plans related to the overall strategic plan
2. Support faculty and staff through honest communication and professional development
  - a. Hear ideas and concerns with an open mind
  - b. Communicate directly, honestly, and respectfully regarding achievements and challenges
  - c. Provide recommendations for professional development
  - d. Provide timely performance evaluations
3. Ensure the integrity of academic programs by upholding professional and accreditation standards
  - a. Collaborate with faculty on curriculum development
  - b. Collaborate with faculty on program review
  - c. Investigate opportunities for and develop articulation agreements with K-12 and 4 year colleges and universities



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- d. Support faculty participation in AQIP projects
- e. Employ and document AQIP continuous quality improvement processes and strategies

### **B. Leadership**

1. Provide conflict resolution, mediation, and negotiation of student, staff, and faculty concerns.
2. Select, supervise, evaluate, and develop faculty and staff
  - a. Analyze data and provide rationale for new positions or replacement positions
  - b. Contribute to the design of interview committees for faculty and staff
  - c. Participate with faculty, staff, and administration in the selection of new employees
  - d. Develop subordinates by helping them to maximize their contribution to the organization and to grow professionally
  - e. Take corrective action with subordinates when performance needs improvement.
  - f. Foster effective teamwork
3. Build and maintain partnerships among faculty, staff, administration, and community members
  - a. Collaborate with community members and/or advisory boards to assess program needs
  - b. Contribute to the design, implementation, and evaluation of new and existing programs and processes that support a learning centered focus
  - c. Collaborate with administration, faculty, and staff in campus and college wide planning in accordance with the Strategic Plan
4. Formulate strategic objectives at the division and departmental level
  - a. Facilitate faculty discussions to develop strategic objectives in keeping with the college strategic plan
  - b. Recommend program improvements as needed and recommend program elimination when necessary/appropriate
  - c. Encourage innovation in the development of departmental and divisional objectives and projects
5. Participate actively in the work of the college
  - a. Serve as members or chairs of committees, task forces, or other groups in order to advance learning
  - b. Maintain a visible presence within the college and community
  - c. Provide leadership and individual support to College-wide initiatives
  - d. Incorporate consideration of College wide perspectives into tasks/assignments
  - e. Work collaboratively with other managers across the organization
  - f. Advocate effectively for the needs of the division yet be able to subordinate departmental and divisional interests to the broader College interests when appropriate
  - g. Conduct self as spokesperson for the College and as a member of the College-wide management team

### **C. Division Administration**

1. Support, manage, and assess division programs
2. Provide enrollment management



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- a. Offer classes to meet student needs
  - b. Determine when and where classes will be offered to best meet student needs
  - c. Regularly assess course offerings both on the main campus as well as sites to ensure necessary course offerings are in place
  - d. Coordinate the faculty bid process in accordance with collective bargaining agreement
  - e. Collaborate with Human Resources to recruit, document, and hire part-time faculty as needed
  - f. Coordinate faculty textbook acquisition and delivery in conjunction with student services and bookstore processes and timelines
3. Administer the division budget
    - a. Collaborate with faculty and staff to determine funding needs and priorities
    - b. Prepare the division budget
    - c. Manage and transfer funds within the division budget to support projects to accomplish divisional learning goals
    - d. Maintain fiscal integrity of the division budgets
  4. Develop and manage financial and other resources
    - a. Support adoption, acquisition, and implementation of appropriate new technologies
    - b. Plan and advocate for safe, comfortable, and appropriate learning spaces for faculty, staff, and students
    - c. Participate in seeking, developing, and managing external grants that promote strategic learning objectives of the division
  5. Ensure that the College is in compliance with the legal, regulatory, contractual, collectively bargained, and procedural requirements (including preparation of recurring reports) related to assigned operations.

### **Minimum Required Knowledge, Skills, and Abilities:**

1. Masters degree or higher in higher education administration, curriculum and instruction, a field within the area to be supervised, or related degree.
2. Teaching experience at the college level.
3. A minimum of 2 years of demonstrated increasing responsibility in leadership experiences.
4. An understanding of and vision for the Business division.
5. Budget experience that encompasses the management of resources and the reconciliation of competing needs in excess of available resources.
6. High energy level, sense of humor, diplomatic/tactful, and passionate about the dimensions of this position.
7. Excellent organizational and problem solving skills including the ability to anticipate needs and concerns of stakeholders.
8. History of being open-minded, supportive, trustworthy, and fair.
9. Demonstrated project planning and management, time management, and priority setting skills. Ability to work successfully in a high stress environment, handling multiple tasks and projects simultaneously. Demonstrated history of on-time delivery of projects; project coordination; and anticipation of issues.



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10. A commitment to and understanding of the mission of a comprehensive community college.
11. Good interpersonal skills, including listening, with demonstrated ability to work with diverse groups of people. Must have the ability to work as a team member, foster a cooperative work environment and maintain effective relationships.
12. Ability to appropriately use and demonstrate proficiency with standard office productivity software and tools.

### **Additional Preferred Qualifications:**

1. Teaching and or administrative experience in a community college environment.
2. Experience working in a unionized environment.
3. Budget experience encompassing grant development and management experience.

### **Physical Requirements:**

- With or without accommodation, the employee in this position needs to move about and position him/herself to access files and operate office productivity machines. The employee must be able to work at a desk for long periods of time and operate a computer workstation and telephone. It is necessary to communicate both in person, over the telephone, and computer email with a large variety of people each day. It is also essential to occasionally transport up to 10 pounds. The employee must, with or without accommodation, have the ability to detect information on a computer screen, for example checking email or creating spreadsheets.
- The minimum reasoning skills necessary for this position include the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- The minimum language skills necessary for this position include the ability to read and interpret documents such as technical and business reports and procedure manuals. The person must also have the ability to write complex reports and correspondence and be able to communicate effectively before groups of customers or employees of the organization.
- The minimum mathematical skills necessary for this position include the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. The person must also have the ability to apply concepts of algebra.
- Must be able to remain in a stationary position frequently (approximately (20-30%) of the time.

### **Hours/Schedule:**

- Willingness and ability to work the hours necessary to meet the needs of our customers and achieve departmental goals, including work outside of the standard office hours and weekends
- Hiring of part-time faculty each semester involves recruiting/staffing efforts similar to that of seasonal business activity.



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- Additional hours may be required to accommodate presentations, deadlines, meeting schedules, etc.

### Signatures:

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Vice President for Academic Affairs

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Employee

*This job description is intended to summarize the type and level of work performed by the incumbent and is not an exhaustive list of duties, responsibilities and requirements.*

*This section to be completed by a Human Resources representative*

**Employee Group & Grade: S&M, Grade 8**  
**Affirmative Action Group: 12**  
**Job Description Status: Signed and Official**

Reviewed by Human Resources: \_\_\_\_\_  
Initials Date