



Dean for Allied Technologies

The Dean for Allied Technologies is a 12-month academic administrative position which reports to the Vice President for Instruction/Chief Academic Officer (CAO). The Dean for Allied Technologies is responsible for the supervision of technical college credit program faculty and staff, supervision of the Director of the ANC Secondary Career Center and the Coordinator for Carl Perkins.

The Dean is responsible for planning, implementing, evaluating, assessing and improving the curriculum and instructional capacity and for the effective operation of the Allied Technologies Division (including the ANC Secondary Career Center and the ANC Carl Perkins Grant Initiatives).

The academic programs that fall under the Dean for Allied Technologies leadership are: Aviation Maintenance, Computer Information Systems, Welding, HVAC, Office Management, Advanced Manufacturing, Steel Industry Technology, Criminal Justice, Construction Technology, and future credit Career and Technical Education (CTE) programs that may be developed.

The Dean for Allied Technologies is **NOT** responsible for ANC customized workforce training (Solutions Group) efforts nor directly involved in Solutions Group business and industry training activities, which are under the direction of the Vice President for Workforce Development, as are the faculty members hired primarily to prepare and develop customized training.

Job Description

1. Academic Programs

- a. Recommends to the Vice President for Instruction programs and courses to meet identified needs and develops those programs and courses to implement the curriculum.
- b. Works with program coordinators, faculty members, industry, and other colleges in the development of programs and courses, articulation agreements and student internship opportunities.
- c. Conducts needs assessments, data collection, curriculum identification and development appropriate to the needs of local employers.
- d. Develops, implements, tracks, and documents course, program and functional area assessment activities and ensures compliance with College efforts for Continuous Improvement in student learning outcomes.
- e. Evaluates the effectiveness of the curriculum and makes recommendations for its improvement to the Vice President for Instruction.

- f. Provides information concerning the technical and occupational curriculum of the division to the College and the community-at-large and develops recruitment strategies for attracting student participation/enrollment.

- g. Develops and recommends to the Vice President for Instruction the academic class schedule and space utilization plan for division programs and personnel.
- h. Approves requests for textbooks and instructional materials and works with the Bookstore Manager in preparing accurate textbook lists.
- i. Consults with instructors on individual and group basis regarding instructional matters and course/program viability.
- j. Collaborates with internal and external stakeholders to develop and maintain positive relationships to benefit students and programs. Develops industry partnerships necessary for advisory council service, guest speaker engagements and industry tours.
- k. Develops and recommends to the Vice President for Instruction short-range and long-range plans concerning curriculum and program development with special reference to advisory groups and industry needs.
- l. Responsible for the assessment of division courses and programs to meet institutional accreditation requirements and the requirements of third party program accreditations.

2. Administrative Duties

- a. Recommends to the Vice President for Instruction employment, retention, and promotion of division personnel based on approved evaluation methods.
- b. Conducts performance evaluations; develops, implements, and monitors performance improvement plans as needed.
- c. Facilitates and coordinates the execution of duties and responsibilities of division coordinators and faculty/staff.
- d. Develops and recommends to the Vice President for Instruction the budgets for division academic programs, Carl Perkins operations and Secondary Career Center operations.
- e. Oversees departmental invoicing and purchase requisition functions.
- f. Participates in activities and committee assignments as assigned.
- g. Serves in any additional capacity as designated by the Vice President for Instruction/CAO.

Knowledge, Skills, and Abilities

- 1. Ability to communicate effectively, both orally and written.
- 2. Ability to work cooperatively with College administration, faculty/staff, and various levels of representatives of business, industry, and government.
- 3. Ability to represent the College professionally in public settings.
- 4. Ability to formulate and write plans for instruction.
- 5. Ability to formulate sound operational budgets to accomplish departmental objectives.
- 6. Competence in computer operations and use of current software programs as a minimum.
- 7. Desire and ability to work independently and to follow through with extensive detailed work.
- 8. Knowledge of academic processes and protocols in a college environment.
- 9. Ability to lead in a team environment to meet academic and College objectives.

Qualifications

1. Master's degree required with a business, management, human resources, technology, or industrial emphasis.
2. Minimum of five years' prior experience in instructional delivery to adult students.
3. Minimum of five years' experience managing professional employees.
4. Prior experience in the planning, development, delivery, assessment, and improvement of coursework and programs to meet institutional student learning outcomes.

Salary:

Salary commensurate with education and experience as defined on the Salary Placement Schedule. A generous fringe benefits package is included.

Application Deadline:

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

Application Procedure:

To be considered for this position, interested candidates should submit all of the following: a completed ANC application (available at www.anc.edu/jobs), letter of interest, resume, reference, and transcripts and certification materials to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109** or email thampton@smail.anc.edu. For more information call (870) 762-3121.

Applicants applying for positions requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: February 20, 2020

ANC is an affirmative action, equal opportunity employer.