

POSITION: DEAN OF HEALTH SCIENCES

QUALIFICATIONS:

- ◆ Earned Master's degree in nursing, allied health, or related field from a regionally accredited institution **required**. Earned doctorate from a regionally accredited institution **preferred**.
- ◆ Minimum of five (5) years of professional experience in nursing, allied health, or related field **required**.
- ◆ Minimum of five (5) years of administrative/supervisory experience in a clinical setting or academia **required**. Documented administrative competencies in fiscal management, budget development and coordination, personnel supervision and evaluation, curriculum development, program development and evaluation enterprise management, and strategic planning **required**.
- ◆ Minimum of two (2) years of experience managing continuous compliance with state licensing/regulatory agencies, specialty accreditation, and/or a institutional accreditation (e.g., Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) **required**.
- ◆ Teaching and/or administrative experience at the two-year college level **preferred**.
- ◆ Ability to work well with diverse populations.
- ◆ Documented evidence of active engagement in professional, academic, and/or community activities.
- ◆ Documented evidence of development and implementation of innovative delivery systems and skills in educational methodologies.
- ◆ Highly effective communication and problem solving skills. Is adept in conflict resolution, team building, and promotion of strong, collaborative interpersonal relationships.

DUTIES:

Leadership/Administrative:

- ◆ Provide executive oversight and innovative leadership of all health sciences education programs and services including program development, maintenance, and revision.
- ◆ Ensure appropriate and timely evaluation of health sciences programs and personnel.
- ◆ Oversee development and implementation of strategic planning for all health science programs/services. Establish priorities and plans for program development.
- ◆ Responsible for compliance with institutional accreditation standards and regulations as well as specialty accreditation for programs eligible for new or continuing accreditation.
- ◆ Responsible for administrative oversight to ensure compliance with licensing and regulatory rules established by state licensing agencies.
- ◆ Build trusting relationships by acting with integrity, courtesy, and responsibility, even in stressful, contentious situations.
- ◆ Ensure that all departments/programs offer a flexible, student friendly schedule of course offerings; are responsive to student needs; provide excellence in academic delivery of all program components; and fully integrate technology into the instructional environment.
- ◆ Represent health science instructional programs/services in College governance, in system-wide committees, and in other venues as appropriate.
- ◆ Maintain liaison with secondary schools and four-year universities to coordinate course offerings and facilitate the transfer of students.
- ◆ Promote academic integrity and teaching/learning environments that are student centered and conducive to learning.
- ◆ Coordinate class schedule and development of the catalog and instructional calendar.
- ◆ Ensure compliance with College, the Alabama Community College System (ACCS), and ACCS

Board of Trustee policies.

Faculty:

- ◆ Actively promote and support faculty development and excellence in instructional delivery.
- ◆ Actively lead and manage faculty and staff in institutional effectiveness activities by providing oversight and accountability of all aspects of program assessment, evaluation, collection and aggregation of on-going assessment to validate need for current programs, and development and implementation of new programs.
- ◆ Work closely with appropriate personnel in the recruitment and retention of faculty and staff.

Students:

- ◆ Work closely with other areas in the College to coordinate student retention efforts and student recruitment.
- ◆ Provide academic input to institutional enrollment management efforts.

Budget:

- ◆ Manage activities and resources of the College to assure cost effectiveness, appropriate workload assignments, and quality instruction.
- ◆ Successfully manage department/program budgets within assigned areas; responsible for the total health sciences instructional programs' budget.
- ◆ Other duties as assigned by the President.

Note: 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.

PROJECTED STARTING DATE:

February 2021

SALARY:

Salary Schedule B – \$91,457 - \$126,303 based on applicable experience.

APPLICATION DEADLINE:

January 6, 2021 – 4:00 P.M.

NOTE: The College will close for the holidays on December 22, 2020 and will reopen on January 4, 2021.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume, (d) copies of transcripts of postsecondary education; and (e) copies of current licensure (if applicable).

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. Box 227
GADSDEN, AL 35902-0227
(256) 549-8236**

Applicant must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.