**Academic Dean for Academic Affairs of Allied Health** (FT)

**Location**: Living and Learning Community at Phoebe

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Academic Dean for Academic Affairs of Allied Health. This individual will ensure that the mission and educational objectives of all Healthcare Programs at Albany Technical College are attained; provide strategic leadership for planning, development, assessment, evaluation, and continuous improvement of curriculum and instruction; and be responsible for effective administration and operation of the programs and supervision and evaluation of assigned instructors and other personnel.

The Academic Dean for Academic Affairs of Allied Health reports to the Vice President of Academic Affairs and actively works with department chairs, deans, VPAA as part of the Academic Leadership Team.

He/she works to ensure the consistent exercise of ATC and TCSG academic policies, procedures, rules, regulations and other criteria or guidelines among all and across all campuses and off-site locations.

He/she will provide leadership and management for instructional programs in their assigned area and assist in college wide recruiting and enrollment management efforts.

Specifically, the Academic Dean for Academic Affairs of Allied Health will supervise nursing and healthcare personnel, programs, and services.

Under general supervision, the Academic Dean is responsible for the curricula and faculty for all nursing and allied healthcare programs at the living and learning community.

The Academic Dean is also responsible for creating and maintaining an environment of high performance characterized by positive leadership and strong team orientation.

The Academic Dean manages and oversees financial/budget operations of the nursing and allied healthcare programs at the living and learning community.

The Academic Dean is expected to practice, advocate, and promote the highest of standards for academic achievement, honesty and professional integrity to also ensure compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards.

He/she will work with Human Resources personnel to coordinate new faculty and staff hires and verify appropriate faculty qualifications.

The Academic Dean will promote the instructional program to public and private organizations.

He/she will be responsible for maintaining and executing all new and existing memorandums of understanding within the nursing and allied healthcare programs at the living and learning community.

He/she will oversee program accreditation attainment and continuance activities and will recommend curriculum changes.

The Academic Dean for Academic Affairs of Allied Health coordinates the selection process for competitive admissions programs and communicates admission criteria to the appropriate people and groups and participates in, as needed, all program enrollment processes, including registration, drop/add, withdrawals, etc..

He/she will compile program statistics such as enrollment, retention rates, graduation rates, and placement rates to ensure program viability.

The Academic Dean will evaluate employees at scheduled intervals upon reviewing all relevant information and working with the dean handling personnel issues.

He/she serves on appropriate college standing and ad hoc committees. Recommends to dean faculty assignments to standing and ad hoc committees.

The Academic Dean should have organizational skills in interpersonal relations and in dealing with the public.

He/she should have decision making and problem-solving skills, be available to work a flexible schedule, including evening, and/or weekends, and be able to travel.

**Minimum Qualifications:** Theapplicant MUST possess a Master’s degree from an accredited college or university \*AND\* have demonstrated academic leadership experience within the past three (3) years \*AND\* have three (3) years of instructional experience, \*AND\* work experience in a related healthcare profession with professional credentials \*OR\* have a combination of education and experience commensurate with the requirements of this position.

**Preferred Qualifications:** Priority will be given to applicants who have a graduate degree in Nursing as well as other college or professional credentials in Nursing \*AND\* have at least four (4) years of experience in curriculum development, instructional methodology, planning, evaluation, teambuilding, budgeting, supervision and management strongly preferred \*AND\* a Georgia State Licensure as a Registered Nurse in good standing. Experience in an academic setting, BANNER System, and Blackboard Learning Management System. Applicant MUST have working experience in developing and implementing continuous quality improvement strategies and workable knowledge of the accreditation process for an academic program and/or institutional level within the past five years. He/she will have successful leadership and administrative experience with substantial evidence of innovation and employing effective leadership strategies.

**Physical Demands:** The employee occasionally lifts or moves objects of a light to medium weight. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion may be utilized for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**Dorene Aquino, HR Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.6597 | **Equal Opportunity Officer:**Lola K. Edwards-Director of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator,1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |