**Dean for Academic Affairs, Business and Healthcare** (FT)

**Location**: Dougherty County Campus

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Dean of Academic Affairs for Business and Healthcare Technologies. This individual will provide leadership and management for instructional programs in their assigned area and assist in college wide recruiting and enrollment management efforts. Specifically, the Dean of Academic Affairs will supervise academic personnel, programs and services. Under general supervision, the Dean is responsible for the curricula and faculty for all healthcare and business-related programs. The Dean is also responsible for creating and maintaining an environment of high performance characterized by positive leadership and strong team orientation. The Dean is responsible for evaluation of programs and faculty, budget preparation and management, collecting data and using it to make programmatic decisions, planning, and scheduling of courses and staff, and reporting status to the Vice President for Academic Affairs. The 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 ensure the consistent exercise, review and revision of academic policies, procedures, rules and regulations. The Dean of Academic Affairs will promote the instructional program to public and private organizations. He/she will work with Human Resources personnel to coordinate new faculty and staff hires and verify appropriate faculty qualifications. He/she will oversee program accreditation attainment and continuance activities and will recommend curriculum changes, program additions and program terminations in the applicable academic division to his/her supervisor. He/she will review quarterly course evaluations by students and review staff development plans of division faculty and staff. The Dean of Academic Affairs will review and approve all requests for supplies and materials, including all curriculum materials for the program and will oversee the enrollment and registration processes. He/she will resolve student complaints and issues. The Dean of Academic Affairs will manage and oversee financial/budget and operation of the department. He/she will monitor the activities of personnel to ensure compliance with TCSG policy manual and department procedures and develop and/or assist with the development of policies and procedures and recommend changes to effectively meet the goals and requirements of the program. The Dean of Academic Affairs will evaluate employees at scheduled intervals upon reviewing of all relevant information. He/she will conduct regular evaluation of services provided at main and off-site locations and make adjustments as needed. He/she will maintain up-to-date policies, procedures, and state or federal laws that may impact department initiatives. The 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 in health program supporting related discipline such as healthcare management, health care administration, or other closely related medical and/or health care occupational fields \*AND\* have demonstrated academic leadership experience within the past three (3) years \*AND\* have three (3) years of instructional experience, \*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 Doctorate as well as other college or professional credentials in a health care discipline \*AND\* have at least four (4) years of experience in curriculum development, instructional methodology, planning, evaluation, teambuilding, budgeting, supervision and management strongly preferred. 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. Preferred candidates MUST have supervisory experience in the Healthcare field from a TCSG institution. 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 hr@albanytech.edu. 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:**Kathy Skates, Vice-President of Administration1704 South Slappey Blvd.Albany, GA 31701229.430.3524 | **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 |