

<b>Job Title</b>	<b>DEAN</b>
<b>Department</b>	INDUSTRIAL & ENGINEERING TECHNOLOGY
<b>Reports To</b>	VICE PRESIDENT FOR ACADEMIC AFFAIRS

**EMPLOYMENT TERMS:**

<i>Full Time - Salaried</i>
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**QUALIFICATIONS:**

<b>Education</b>	A master's degree from a nationally or regionally accredited college or university in a vocational field, occupational supporting discipline such as mathematics, English, psychology, or in a closely related field. An advanced degree in educational leadership is desirable.
<b>Experience</b>	At least three years of full-time, paid work experience in an educational environment. Must include three years as an instructor and two years work experience in business, industry, or the military. Must demonstrate skills in curriculum development, instructional methodology, planning, evaluation, supervision, and management. Must demonstrate excellent written and verbal communications skills.
<b>Desirable Skills</b>	Experience in postsecondary education within the teaching fields to be supervised; some proficiency in budgeting and excellent human relations skills.

**PRIMARY DUTIES:**

<p>Responsible for the quality of the instructional programs in the assigned area. Supervises and coordinates all aspects of instructional programs. Assists staff in the selection and use of instructional materials and equipment. Attends at least one advisory committee meeting annually for each instructional program supervised. Evaluates programs to ensure that they meet state and industry standards. Writes proposals for new programs. Arranges teaching assignments to equalize loads. Assists in the development of the semester class schedule. Assists in the development, implementation, and evaluation of the annual Institutional Effectiveness System. Screens, interviews, and recommends personnel for employment. Provides orientation to new employees. Monitors the effectiveness of instructional personnel. Assists with the development of the professional development plan and verifies documentation of professional development activity reports. Assists in preparation of accreditation materials and activities. Monitors departmental and program budget expenditures. Advises students with academic, behavioral, or attendance problems. Effectively communicates with faculty through meetings, email, etc. Ensures quality of syllabi, instructor guidebooks, and other instructional materials. Assists in ordering equipment and maintaining an inventory of equipment and instructional material.</p> <p>Arranges for building and equipment maintenance. Participates in public relations and community activities. Monitors safety and housekeeping practices in classroom, laboratory, and shop areas. Conducts and reports accident investigations. Hires and supervises adjunct faculty. Evaluates</p>
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personnel. Maintains contact with business and industry. Projects student enrollment and assists in recruitment. Maintains knowledge of current trends in education and state and local policies. Fosters team spirit and demonstrates excellent work ethics traits. Performs other duties as assigned by Vice President for Academic Affairs.

**APPLICATION DEADLINE: Until filled**

Applications are submitted **on-line only** at [www.augustatech.edu](http://www.augustatech.edu).

**TRANSCRIPT REQUIREMENTS**

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to [srouse@augustatech.edu](mailto:srouse@augustatech.edu).

**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required. *(Will be conducted by Augusta Technical College)*

**CONTACT**

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or [srouse@augustatech.edu](mailto:srouse@augustatech.edu)

**SALARY**

*Commensurate with education and work experience in placement on State Salary Schedule.*

*A Unit of the Technical College System of Georgia  
Equal Opportunity Institution*