



## Position Announcement August 2019

**Position:** Dean for Health Sciences

**Application Deadline:** September 16, 2019

**Projected Start Date:** November 1, 2019

**Employment Status:** Full Time

### **Position Summary:**

The Dean for Health Sciences is responsible for the leadership and administration of instructional programs in their assigned area. Under minimal supervision, coordinates and supervises quality academic and/or technical programs across multiple campuses and college centers. Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position reports directly to the Vice President for Academic Affairs.

### **Job Responsibilities include but are not limited to the following:**

The responsibilities of this position relate to day, evening, and distance education programs as well as to all college locations assigned programs as offered, including partner high schools.

- Supervises academic personnel, programs and services;
- Ensures the consistent exercise, review and revision of academic policies, procedures, rules and regulations;
- Promotes the instructional program to public and private organizations;
- Works with Academic Affairs leadership and Human Resources personnel to coordinate new faculty and staff hires;
- Verifies appropriate faculty qualifications;
- Oversees program accreditation attainment and continuance activities related to program assessment and strategic planning;
- Recommends curriculum changes, program additions and program terminations in the applicable academic division to the supervisor;
- Reviews course evaluations by students;
- Reviews staff development plans of division faculty and staff;
- Reviews and approves all requests for supplies and materials, including all curriculum materials for the program;
- Oversees enrollment and registration processes;
- Resolves student complaints and issues;
- Manages and oversees financial/budget operation of the department; Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;

- Evaluates employees at scheduled intervals upon reviewing of all relevant information
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact the department.
- Performs other duties as assigned by the Vice President for Academic Affairs.

### **Competencies:**

- Knowledge of the mission of the postsecondary vocational/technical education
- Knowledge of program assessment and strategic planning strategies
- Knowledge of budget development and management principals
- Knowledge of state and local academic program curricula
- Knowledge of academic course standards
- Skilled in the delegation of responsibility and authority
- Skilled in interpersonal relations
- Decision making and problem solving skills
- Skilled in the operation of computers and job related software
- Oral and written communication skills

### **Projected Work Hours / Location:**

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Some evenings may be required. The position may be primarily located at any of the three campuses, with required travel between campuses and to any of the college's satellite locations, including area high schools. This position is scheduled to work all 12 calendar months per year and at 40 hours per week.

### **Minimum Qualifications:**

- An earned master's degree from a regionally accredited institution
- Minimum of three (3) years documented related work experience defined as supervisory experience academic Dean, department/division, or program chair in health discipline related to area(s) of supervision.

### **Preferred Qualifications, in addition to minimum qualifications:**

- An earned master's degree from a regionally accredited institution in education or a health-related field
- Prior full-time teaching or supervisory experience in a TCSG institution.
- Previous experience in the accreditation process at an academic program and/or institutional level within the past five (5) years.

### **Salary/Benefits:**

Target annual gross salary range is high \$70s to low \$80s. Actual salary will be determined by the candidate's highest qualifying degree level and related work experience. This is a fulltime position scheduled to work 12-months a year and 40 hours per week. Position is eligible for state benefits to include insurance, leave accrual, retirement and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

### **Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.