



Dean for General Education Full Time

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Dean of General Education. This position will be located at one of GNTC's campuses and will require regular travel to other campuses to meet operational requirements. This position will report to the Associate Vice President of Academic Affairs. The Dean of General Education is responsible for the development and administration of the General Education division and promote the college to public and private organizations.

Duties/Responsibilities:

- Supervises academic personnel, courses and services;
- Ensures the consistent exercise, review and revision of academic policies, procedures, rules and regulations;
- Promotes the instructional program/courses to public and private organizations as needed;
- Works with Human Resources personnel to coordinate new faculty and staff hires; verifies appropriate faculty qualifications;
- Oversees accreditation attainment and continuance activities; including NACEP requirements for dual enrollment;
- Recommends curriculum changes, course additions and terminations in the applicable academic division to the supervisor;
- Reviews course evaluations by students;
- Reviews professional development plans of division faculty and staff;
- Reviews and approves all requests for supplies and materials, including all curriculum materials for the courses;
- 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 GNTC 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/course;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives; and
- Evaluates employees at scheduled intervals upon reviewing of all relevant information including classroom observations, mid-year evaluations, and annual evaluations
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Works closely with the Department of High School Initiatives to hire, train, and mentor CEP and CPF instructors for the high schools;
- Build payroll spreadsheets each semester of the year;
- Monitor the scheduling of general education classes for efficiency;
- Track completion of all required training each semester of all faculty and adjuncts such as Cyber Security Training, Sexual Harassment Training, FERPA Training, Title IX; and
- Other duties as assigned.

Competencies:

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of program assessment and strategic planning strategies

- Knowledge of budget development and management principles
- Knowledge of state and local academic program curricula
- Knowledge of academic course standards
- Skill in the delegation of responsibility and authority
- Skill in interpersonal relations
- Decision-making and problem-solving skills
- Skill in the operation of computers and job-related software programs
- Excellent oral and written communication skills

Minimum Qualifications:

- Master's degree in a related field ***and*** Three (3) years of related work experience

Preferred Qualifications:

- Experience in teaching in technical education
- Supervisory experience
- Experience with distance learning

Physical Demands:

Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. The job involves driving, therefore, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$87,000 – 90,000

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at <http://www.gntc.edu/about/employment.php> www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

Equal Opportunity Employer A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.