



## **POSITION ANNOUNCEMENT**

### Dean of Academic Affairs – Arts and Sciences, Business and Professional Services

**CAMPUS:** College Wide

**STATUS:** Full Time – Exempt Status

**DUTIES:** The Dean of Academic Affairs- Arts and Sciences, Business and Professional Services is responsible for the development and administration of the college's Art and Sciences, Business and Professional Services programs and for the promotion of the college to public and private organizations. The Dean of Academic Affairs supervises academic personnel, programs, and services; ensures the consistent exercise, review, and revision of academic policies, procedures, rules & regulations; oversees accreditation attainment; recommends curriculum changes, program additions & program terminations to the Vice President of Academic Affairs; reviews staff development plans of division faculty & staff; oversees schedule development; resolves student complaints & issues; manages & oversees financial/budget operation of the department; other duties as assigned. The Dean of Academic Affairs will report directly to the Vice President of Academic Affairs.

**MINIMUM QUALIFICATIONS:** A Master's degree and 3 years of related work experience. Preference will be given to candidates with 3 years of division chair experience.

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

**SALARY/BENEFITS:** \$80,000 Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

#### **APPLICATION INSTRUCTIONS:**

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at [www.OFTC.edu](http://www.OFTC.edu) located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. 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.

\*\*Employment is contingent based upon successful completion of appropriate background checks.

#### Equal Opportunity Institution -

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected

status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Oconee Fall Line Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator – Jennifer Todd, 478.553.2098

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643