

POSITION ANNOUNCEMENT(S)



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| **POSITION TITLE:** | **Dean for Academic Affairs – Business, General Education, and Dual Enrollment** |
| **POSITION DESCRIPTION:**  Under minimal supervision of the Executive Vice President for Academic and Student Affairs, the Dean is responsible for strategic leadership, management and oversight for Business, General Education, and Dual Enrollment programs. The Dean is responsible for analyzing national and regional markets across the US to determine trends and for developing strategies and plans to achieve enrollment goals, ensure program quality and a superior student learning experience. The Dean is responsible for planning, development, and implementation of all education and includes programs and courses designed for online, hybrid, and/or web-enhanced education; assessing department and program staffing needs and hiring, training, and developing instructors in order to achieve successful program growth and development; creating, monitoring, and analyzing annual budgets. The Dean works in collaboration with the other Academic Deans to identify and obtain faculty participation in marketing and recruitment activities, to offer appropriate programs and courses and develops schedules; and to be in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). | |
| **MINIMUM QUALIFICATIONS:**   * A master's degree from an accredited college or university in an occupational field or an occupational-supporting discipline such as English, psychology, business administration, public administration, educational leadership, or a closely related field. * Three years of demonstrated leadership experience. * Three years of employment must have been as a full-time instructor at the post-secondary level. * Demonstrated skills in training, personnel development, and assessment. * Must demonstrate excellent written and verbal communications skills and maintain effective working relationships with students, faculty, and staff. | |
| **PREFERRED QUALIFICATIONS:**   * Experience in curriculum planning and administration of programs, including experience in overseeing market research and needs assessment, utilization of varied instructional methodologies, program development, recruitment and retention, and student learning outcomes in a higher education setting. * Work experience in online instruction and with a learning management software (Blackboard). * Knowledge and application of adult learning theory. | |
| **SALARY/BENEFITS:**  Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and State of Georgia Flexible Benefits package. | |
| **APPLICATION DEADLINE:**  Open Until Filled | |

**TO APPLY:** Please submit an online application using the OTC online job center website. 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, 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 for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or [employment@ogeecheetech.edu](mailto:employment@ogeecheetech.edu).

The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Brandi Helton, Dean of Students, Office: 198C, Phone: 912.486.7607, [bhelton@ogeecheetech.edu](mailto:bhelton@ogeecheetech.edu). For ADA/Section 504: Sabrina Burns, Disability and Student Support Services Coordinator, Office: 189, Phone: 912.486.7211, [sburns@ogeecheetech.edu](mailto:sburns@ogeecheetech.edu).

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Brandi Helton, Title IX Coordinator (Dean of Students), Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486-7607, bhelton@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu