** DEAN FOR ACADEMIC AFFAIRS- Industrial Technology**

**MULTIPLE CAMPUS AND CENTER LOCATIONS**

**FULL TIME**

**MINIMUM QUALIFICATIONS:**

Master's degree from a nationally or regionally accredited institution college or university in a vocational field or occupational supporting discipline, or closely related field. Appropriate degree will reflect the requirements of college accrediting agencies and at least three to five years' experience working in an academic unit in higher education within the past seven years.

Experience in a supervisory role in education or business and industry; excellent written and verbal communication skills; must possess and maintain the appropriate professional credentials required for or related to the field or position; computer skills to include internet, email, Microsoft Office suite, Operational knowledge of Banner and web-ex; ability to multi-task in a fast-paced environment; understanding of learning habits of adult students; must have a strong desire to help students succeed in an environment that promotes academic excellence.

**PREFERRED QUALIFICATIONS: (In addition to the minimum qualifications)**

Doctorate degree from a nationally or regionally accredited institution college or university in a vocational field or occupational supporting discipline, or closely related field. Three to five years' post-secondary and/or higher education teaching experience. Experience in curriculum development, instructional methodology, planning, evaluation, budgeting, supervision and management. Demonstrated experience with Blackboard, and Office 365 Experience in SACSCOC and programmatic accreditation. Familiarity with Technical College System of Georgia policies, procedures, and processes.

**RESPONSIBILITIES:**

With little supervision, directs all aspects of the academic unit of Industrial Technology and Film which includes; air conditioning technology, automated manufacturing technology, automotive technology, environmental horticulture, industrial systems technology, auto collision repair, carpentry, construction management, diesel equipment technology, electrical construction and maintenance, machine tool technology, plumbing, welding and joining technology, small unmanned aircraft systems, commercial truck driving, film technology. Plans and organizes the unit's work to meet the technical college's objectives. Supervises and evaluates performance of all full- and part-time faculty and staff within the Industrial Technology unit; reviews and approves all requests for supplies and materials; prepares the instructional program specifications and budget; may represent the department at various internal and external meetings.

Plans and organizes the work to meet the technical college's objectives; Addresses/ resolves complaints and needs of students, faculty, staff and outside customers; Serves as liaison to departments of the technical college; Promotes the Colleges program offerings to public and private organizations supporting expanded services and facilities; Reviews and approves requests for supplies and materials; Attends program advisory meetings; Provides leadership for committees, special projects and initiatives as assigned. Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the College; Conducts regular evaluation of services provided and make adjustments as needed, complete other duties as assigned. Reports directly to the Vice President for Academic Affairs.

**Salary:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**Special Notes:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

**An Equal Opportunity Employer**