**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**Rochester Community and Technical College**

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| **Employee Name:** | **Position Control Number:** |
| **Department/Division: Academic Affairs** | **Classification Title:** |
| **Date Prepared:** August 2018 | **Working Title:** Associate Dean of Liberal Arts and General Education |
| Non-Exempt  Exempt: Executive  Professional  Administrative | *If Exempt, attach required documentation* |
| Unlimited  Seasonal Temporary Limited | If seasonal, list months during the season worked |
| Full-time Part-time Intermittent  Percent if not full-time \_\_\_\_ % | **Prepared By:** |

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| --- | --- | --- | --- |
| This position description accurately reflects my current job. | | This position description reflects the employee's current job. | |
|  |  |  |  |
| **Employee Signature** | **Date** | **Supervisor Signature** | **Date** |

**POSITION PURPOSE** *(why position exists; how it helps accomplish mission of the department/division)*

This position provides leadership and administrative management to liberal arts disciplines including Anthropology, Art, Communication, Computer Science, Developmental Education, Dance, English, English for Academic Purposes, Geography, History, Humanities, Individualized studies, Mass Communication, Mathematics, Music, Philosophy, Political Science, Psychology, Reading, Sociology, Theater, and World Languages. Assisting with academic and strategic planning, assessment, scheduling, faculty/staff mentoring, academic program review, course program/articulation, budgeting, continuous quality improvement and pedagogical innovation. Provides direct leadership and supervision to faculty and staff in areas such as: Goddard Library, Learning Center, Phi Theta Kappa, Honors and First Year Experience. The work in this position is highly collaborative working with faculty and staff across many disciplines. As part of the College’s academic leadership team the associate dean works to collaboratively plan, guide and carry out college wide strategic visions that will support the mission of the college. It involves working with community organizations, business and industry, workforce development and other entities to understand and address local and regional educational needs.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Assist Dean of Liberal Arts and General Education in the administration and evaluation of programs and disciplines.

**Priority: Essential Percent of Time: 60%**

**KPIs:**

* + Work with dean to support faculty in development and implementation of improvement plans related to program/discipline review, curriculum, professional development and assessment identified.
  + Effectively utilize data to assess program and student success
  + Hire and Evaluate temporary part-time faculty in the liberal arts and general education area
  + Assist in retention and placement activities/initiatives related to liberal arts and general education.
  + Work with dean on day to day management of liberal arts area including scheduling
  + Advocate for the needs of RCTC student, faculty and staff
  + Active involvement with partnerships and collaborative initiatives that address the needs of students, faculty and staff
  + Actively participate in and evaluate student, program and institutional success initiatives
  + Work with faculty and staff to create environments that foster and enhance student success
  + Demonstrate a commitment to fostering diversity, ability to work with collective bargaining units
  + Compliance with state and national safety regulations maintained

1. Provide direction and leadership for instructional support areas including but not limited to; Goddard Library, Learning Center, Phi Theta Kappa, Honors and Frist Year experience in alignment with the college vision, mission and strategic goals.

**Priority: Essential Percent of Time: 30%**

**Key Performance Indicators (KPIs):**

* + Effective hiring, scheduling, orientating and evaluation of faculty and staff for Goddard Library and Learning Center.
  + Participation in long term planning, annual department reviews, and continuous improvement for Goddard Library and Learning Center
  + Evidence of work with administration, faculty and staff across the campus to generate and maintain accurate information pertaining to First Year experience course initiative; including scheduling, training, analysis and continued improvement
  + Demonstrated coordination with faculty and students to support Honors program and Phi Theta Kappa

1. Develop and maintain positive relationships with faculty, staff, and stakeholders.

**Priority: Essential Percent of Time: 10%**

**KPIs:**

* + Participate in appropriate Minnesota State meetings, initiatives and development opportunities
  + Participate in appropriate community activities, program presentations and committees
  + Participate in institution and program/discipline level assessment, planning and budgeting
  + Collaborate with Academic leadership team to plan, guide and carry out college wide strategic vision and continuous improvement.
  + Participate in Liberal arts program leader and department coordinator meetings
  + Participate in AA cabinet meeting consistently

***Priority****: Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary;* ***Discretion (optional)****: A-Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=…reports to supervisor immediately after action is taken; C=…makes decisions with supervisor….reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.*

**KNOWLEDGES, SKILLS, AND ABILITIES**

**Minimum Qualifications** *(expected to have to enter job)*

1. Master’s Degree in Education, or related field
2. Three years teaching experience at post-secondary level
3. Leadership or supervisory experience that required accountability for department, unit, function, program or team/student results.

* Experience working with diverse populations, student success initiatives and/or Developmental education
* Ability to conceptualize and manage detailed implementation; ability to effectively execute objectives in a timely and efficient manner

1. Experience in budgeting, contract and grant management in an education setting
2. Strong organizational and budgetary management skills
3. Excellent communication skills are needed for working with faculty, staff, students and other stakeholders
4. Demonstrated experience in student learning assessment and continuous quality improvement
5. Demonstrated commitment to fostering diversity, equity and inclusion
6. Ability to travel
7. Ability to represent the college

**Preferred Qualifications** *(desired but not expected to have to enter job)*

* Progressive leadership and management experience in higher education
* Experience in higher education; knowledge of college systems, particularly two year colleges, articulations and collegial relationship development

**RELATIONSHIPS**

**This Position Reports to** *(provide class title,* ***not*** *person’s name)***:**

This position reports to the Dean of Liberal Arts and General Education and requires the ability to develop and maintain strong working relationships faculty and administration, students, secondary education, business and industry, and state and local public and private agencies.

**Supervises** (c*lassification title; FTE; # in position; note if providing work direction only)*

This position will support all liberal art and general education faculty. This position will work collaboratively with the dean of liberal arts and general education to assist programs in assessment, quality initiatives, faculty and program development, college wide strategic enrollment growth and student success. The position will focus primarily on administrative processes to improve efficiencies and allow faculty to focus efforts towards the classroom and improved student learning.

**Internal and External Clientele and Purpose of Contact** *(the most significant job related contacts)*

RCTC faculty, staff and administration; personnel from organizations and industry partners; Minnesota State system and other higher education systems; K-12 partners; state, regional and national accrediting/regulatory bodies. Purpose of contact: To address community and industry education needs, to create pathways for students from secondary to post-secondary education, to support sound programming and instructional practice, to stay current with state and nation trends; and to maintain program excellence.

**PROBLEM SOLVING** *(most difficult types of problems to resolve and consequence of error/non-resolution)*

The associate dean must solve a range of problems and concerns involving individual, groups and institution needs. Problem solving often requires weighing the relative merits of complex factors, negotiating with interested parties and making decisions that are ethical, fair and consistent. In developing solutions, the associate dean must often propose creative alternatives based on unique situations that present a distinct set of challenges. Problem solving sometimes requires involving other departments, administrative leadership and resources to resolve conflicting interests and perspectives. Creativity is also essential in using staff and physical resources efficiently, identifying new funding sources and devising innovative strategies to accomplish the goals of the college.

**FREEDOM TO ACT**

**Budget** *($ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)*

The position will act under the direct supervision of the Dean of Liberal Arts and General Education and will be responsible for abiding by the guidelines set forth by RCTC and Minnesota State policies and procedures.

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority**

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

*Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.*