

Assistant Dean of Liberal Arts

North Central State College is accepting applications for Assistant Dean of Liberal Arts. The Assistant Dean reports to the division Dean and plans, coordinates, and evaluates instructional activities of academic departments to ensure quality of instruction and curriculum; supervises the faculty and assists in addressing student questions and resolving problems; and monitors the financial and physical resources allocated to academic departments. Academic departments include: Communication, Criminal Justice, Education, English, First Year Experience, History, Human Services, Humanities, Mathematics, Psychology, and Sociology.

Essential duties/responsibilities include but are not limited to the following:

- Collaborate with the Dean to direct and organize division-wide educational planning and program development in accordance with the mission, goals, and objectives of the College and division while supporting state and national initiatives.
- Collaborate with the Dean to facilitate the establishment and evaluation of goals and objectives for the division and its programs.
- Provide day-to-day operational support to the division.
- Promote faculty discussion that supports the continuous cycle of academic assessment to improve student outcomes; creating a course schedule based on student needs; developing and executing activities to improve retention.
- Ensure faculty have developed Student Learning Outcomes (SLOs) and the determination of their effectiveness in helping students achieve their desired learning outcomes.
- Recruit, supervise, and evaluate full-time faculty in assigned departments; make recommendations for hiring and termination as necessary.
- Assess faculty professional development plans.
- Oversee recruitment, supervision, and evaluation of part-time faculty.
- Develop class schedules, assign classes to faculty, in consultation with faculty and direct the entry of schedule information and assignments by administrative assistants.
- Oversee annual program assessment and all program review activities.
- Assist faculty with specialized accreditation reporting and maintenance.
- Plan, develop, and maintain annual budgets for areas of responsibility in consultation with the Dean.
- Evaluate prerequisite waivers, course substitutions, and graduation audits.
- Review curriculum proposals and assist faculty in maintaining curriculum worksheets.
- Address concerns and complaints from faculty and students (including grade appeals).
- Support academic advising and assist students with academic and program questions.
- Conduct joint meetings of full-time and adjunct faculty in assigned departments as needed.
- Coordinate academic department meetings at least once a month.
- Direct and provide feedback on program reviews prepared by faculty.
- Ensure faculty review promotional materials and administrative materials such as curriculum guides, College catalog entries, and capital plans annually.
- Serve on College committees as warranted.
- Direct and coordinate College catalog updates.
- Assist in student recruitment and retention.
- Represent the College at community events.
- Perform other duties as assigned.

Qualifications

- Education: Master's degree in an academic department of responsibility; Doctorate preferred
- Experience: Prefer three (3) years administrative experience in higher education and three (3) years teaching experience at post-secondary level. Working knowledge of program areas.

Review of Resumes to begin 9/5/23
and until filled

(Posted 8/21/23)

North Central State College is a great place to work. We offer:

- Working hours to enhance your life:
From August through early May, we work 9-hour days, Monday through Thursday and 4-hours from home on Friday mornings.
From early May until the end of July, we work four 10-hour days, and get Fridays off.
- Choose between the School Employees Retirement System (SERS) and Alternative Retirement Plan (the College will match your contribution dollar for dollar).
- Free NC State tuition for you and your immediate family members.
- Advance your degree outside of the College with our Tuition Reimbursement program.
- Comprehensive health insurance plans are available for individuals and families that include medical, dental and vision benefits. Employee contributions, deductibles and annual out-of-pocket costs are low.
- Paid time off for vacation and personal time, paid holidays (12), and sick days.
- Employer paid life insurance and long-term disability insurance.
- And much more.



North Central State College

Please express your interest in this position by submitting a letter of application and resume:

www.ncstatecollege.edu/jobs

or send to:

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906