



North Central State  
COLLEGE

# Position Announcement

## Assistant Dean – Liberal Arts

Posted: November 12, 2018

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 assigned departments to ensure quality of instruction and curriculum; supervises the faculty in the assigned departments and assists in addressing student questions and resolving problems in the departments; and monitors the financial and physical resources allocated to these departments.

*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 one of the areas 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.

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

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

You may also apply online at: [www.ncstatecollege.edu](http://www.ncstatecollege.edu). Click on *Jobs/Employment*.  
Resumes will be reviewed beginning December 3, 2018

*North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.*