NOTICE OF VACANCY

Posting Date: March 11, 2015

Dean of Professional Studies

Non-Unit Professional, Full time with Benefits

Application Deadline: Open until Filled

General Statement of Duties:
The Dean of Professional Studies is responsible for faculty/staff management; curriculum development; academic planning; student learning and program outcome assessment; program review and evaluation; strategic planning; management of the academic course schedule; and restricted/unrestricted budget management for all academic departments assigned to the division.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The student population at the college is diverse in ethnicity, gender, language, age and background. Roxbury Community College is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its staff.

Supervision Received: This position reports to the Vice President for Academic & Student Affairs

Supervision Exercised: Department Heads, Directors and Faculty in Academic Affairs

ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES
1. Lead the development and implementation of programs which are consistent with the mission of the college and that meet the evolving needs of the community and its students.
2. Ensure implementation of all provisions of collective bargaining agreements for all faculty and staff in the division.
3. Provide leadership to faculty and guide tenure and post-tenure procedures.
4. Manage restricted and unrestricted budgets in compliance with Board Policies, state and federal law.
5. Lead the process of program accreditation and preparation of self study reports and site visits. Ensure programs and curricula align with requirements of state and federal regulating agencies and external accrediting organizations.
6. Maintain an ongoing divisional educational plan with annual goals and objectives to meet instructional needs.
7. Represent divisional concerns and needs to the Vice President for Academic and Student Affairs.
8. Participate in community activities, including advisory boards, to ensure relevance of curricula.
9. Develop articulation agreements to reduce barriers to student success and degree completion.
10. Engage in professional develop to maintain and develop areas of professional expertise.
11. Demonstrate support for the college staff diversity plan.
12. Perform other duties as assigned.

Minimum Requirements
1. Master’s Degree in appropriate discipline.
2. Teaching experience at the collegiate level.
3. Three years experience in higher education administration.
4. Demonstrated success in administering state and federal grants.
5. Experience with career-focused, Professional Studies certificate and degree programs.
Preferred Qualifications
1. Earned doctorate.
2. Teaching experience in a community college setting.

Physical Demands
1. Normal office physical demands.
2. Ability to travel between campus locations and community events.
3. Ability to travel in state and nationally.

Application Deadline:
The deadline for applications for this assignment is: Open until Filled.

Equivalency Statement:
Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position in order to receive further consideration.

Compensation: Placement on salary schedule is dependent on qualifications.

To Apply: To ensure full consideration, send your resume, a letter of interest, salary history, and three references, to:

Roxbury Community College
Human Resources Department, re: Dean of Professional Studies
1234 Columbus Avenue
Roxbury Crossing, MA 02120
Email: jobs@rcc.mass.edu
Fax: 617-541-5365

For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action or Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.