Dean of Industrial Technology

The Dean of Industrial Technologies is responsible for management and direction of the Industrial Technology programs and functions. These functions include program development, faculty and student recruitments, and faculty development and evaluation. The Dean will coordinate these responsibilities with the College as a whole so as to promote the College and assist in fulfilling the mission of the College. This position will also work closely with the Vice President for Academics & Student Services on academic related issues.

SKILLS AND QUALIFICATIONS

Education and Experience:
- Master’s degree in a technology, engineering, education or a related field required.
- Two years’ experience in a supervisory capacity preferred,
- Two years of teaching experience at the college level preferred,
- Two years of business/industry experience preferred.

Necessary Knowledge, Skills, and Abilities:
- Knowledge of management and administrative principles and practices.
- Knowledge of laws, statutes, rules, and regulations affecting assigned curriculum programs.
- Knowledge of community college organizational structure including the integration of academic, continuing education, and student services programs.
- Ability to communicate effectively verbally and in writing.
- Ability to operate a PC and related software.
- Ability to plan, manage, organize, and supervise instructors in a comprehensive curriculum department.
- Ability to analyze, interpret, and apply policy and procedural guidelines to resolve problems and answer questions and concerns.
- Ability to develop and maintain effective working relationships with community organizations, business, faculty, students, staff, and the general public.
- Ability to provide leadership in an environment characterized by significant and constant change.

A complete job description is attached.

Interested candidates should submit letter of interest and updated resume in Word or PDF format. All such information should be submitted to careers@northweststate.edu using “Dean of Industrial Technology” as the subject line by close of business on April 27, 2015.
For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on “Community” then “Employment Opportunities.”

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 4/13/15-4/27/15

POSITION TITLE: Dean of Industrial Technology
DEPARTMENT: Custom Training Solutions
APPOINTING AUTHORITY: Vice President for Innovation
SUPERVISOR: Vice President for Innovation
GRADE LEVEL: III; Exempt

GENERAL PURPOSE

The Dean of Industrial Technologies is responsible for management and direction of the Industrial Technology programs and functions. These functions include program development, faculty and student recruitments, and faculty development and evaluation. The Dean will coordinate these responsibilities with the College as a whole so as to promote the College and assist in fulfilling the mission of the College. This position will also work closely with the Vice President for Academics & Student Services on academic related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Provide leadership for all instructional programs, essential instructional support services, and program evaluations for Industrial Technologies.

1. Assist with student registration and orientation as necessary.
2. Submits a class schedule on a semester basis.
3. Provides academic counseling to students, as needed.
4. Provides leadership in developing and supervising new programs.
5. Directs the faculty in course and curriculum development.
6. Maintains the file for current syllabi for the division courses.
7. Assists the division faculty in the development of both credit and non-credit courses to meet the needs of the students and community.
8. Plans and implements program developments to achieve special departmental accreditations, when applicable.
9. Works in collaboration with the division supervisor to develop and manage department budget.
10. Coordinates curriculum development and training to meet business and industry needs.
11. Leads and manages all aspects of the apprenticeship programs.
12. Develops cooperative relationships with outside agencies: Colleges and universities, high schools, career centers, and local industry.

B. Assist in the development and implementation of academic policies and procedures.

1. Administer the department within the guidelines of college policies, procedures, and the Professional Collective Bargaining Agreement.

C. Assist in the planning and implementation of instructional staff development programs and activities.

1. Provides leadership in the selection of personnel for the division.
2. Evaluates faculty.

D. Coordinate with the appropriate person in the development of marketing and recruiting plans to promote student recruitment and retention.

E. Coordinate responsibilities with the College as a whole to promote the College and fulfilling the mission of the college.

1. Attends administrative meetings of the College.
2. Submits necessary academic reports to the VP of Academics.

PERIPHERAL DUTIES
Other duties as assigned by supervisor.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Master’s degree in a technology, engineering, education or a related field required. Two years’ experience in a supervisory capacity. Two years of teaching experience at the college level, and two years of business/industry experience is preferred.

Necessary Knowledge, Skills, and Abilities:
Knowledge of management and administrative principles and practices.
Knowledge of laws, statutes, rules, and regulations affecting assigned curriculum programs.
Knowledge of community college organizational structure including the integration of academic, continuing education, and student services programs.
Ability to communicate effectively verbally and in writing.
Ability to operate a PC and related software.
Ability to plan, manage, organize, and supervise instructors in a comprehensive curriculum department.
Ability to analyze, interpret, and apply policy and procedural guidelines to resolve problems and answer questions and concerns.
Ability to develop and maintain effective working relationships with community organizations, business, faculty, students, staff, and the general public.
Ability to provide leadership in an environment characterized by significant and constant change.

SUPERVISION RECEIVED
Vice President for Innovation

SUPERVISION EXERCISED
Full-time and part-time faculty, credit program training coordinators, and support personnel.

RESPONSIBILITY FOR PUBLIC CONTACT
Personal contact with representatives from other colleges, universities, businesses and industries.

LICENSING AND REGULATION
Not required.

TOOLS AND EQUIPMENT USED
General office and classroom equipment equivalent for the position.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to [30] pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.