



POSITION DESCRIPTION

TITLE: Dean, School of Business and Applied Technologies

FLSA STATUS: Exempt, 1.0FTE	GRADE LEVEL: G
LOCATION: LRC	UNIT: Academic Affairs
SHIFT: Mon-Fri 8:00 am - 5:00 pm	DEPT: Business and Applied Technologies
INCUMBENT:	EMPLOYEE SIGNATURE: Date:
REPORTS TO: Provost and Vice President, Academic Affairs	PREPARED BY & DATE:
Reviewed/Revised By:	EE Name: Date: July 2020
Reviewed/Revised By:	EE Name: Date: August 2014
Reviewed/Revised By:	EE Name: Date: September 2011

I. POSITION PURPOSE – *List brief summary of position*

The Dean, Business and Applied Technologies provides leadership for the programs in business, information technology, agriculture, engineering technology and directs the administrative and managerial functions of the school; supervises all school personnel; and advocates for the school. As administrator of the School of Business and Applied Technologies, the Dean is accountable for: programs and activities of the school; implementation of policies and decisions of the Provost and Vice President of Academic Affairs, the President and the College Board of Trustees; maintaining productive relationships with other College leaders/areas; and representing the school’s interests to the leadership of the College through various councils and committees outside agencies as appropriate.

II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

College personnel from other Ohio colleges and universities	General Public	Ohio Board of Regents Business and Industry	External Accrediting Agencies
Area Secondary Schools and Career Centers			

III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

Develops and manages the school budget.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Under broad supervision, this position performs the following duties:

1.	Provides leadership and direction for curriculum and program development; makes recommendations and improvements as needed.
2.	Provides leadership through the assessment of student academic achievement to improve student learning; ensures that academic scheduling serves the needs of students.



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3.	Provides leadership for maintaining appropriate program approvals and accreditations from external agencies.
4.	Responds to and resolves day-to-day issues with students, faculty, and staff.
5.	Coordinates faculty participation in student advisement, registration, recruitment, and retention efforts for the school.
6.	Develop articulation agreements with both secondary and post-secondary Institutions.
7.	Develops and maintains an effective system of communication within the school, the College, and the community.
8.	Plans, coordinates, and monitors budget expenditures for the school.
9.	Seeks and manages grant-funded initiatives as appropriate.
10.	Projects and plans for human and instructional resource needs for the school.
11.	Supervises selection, orientation, monitoring and evaluation of adjunct faculty.
12.	Recommends employment, promotion, and retention for faculty and staff within the school. Conducts periodic evaluations of faculty and staff; provides mentoring to faculty and staff as appropriate.
13.	All other duties assigned by supervisor.

V. SUPERVISORY RESPONSIBILITIES – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

- 1.0 FTE Assistant Dean; 18.0 FTE full-time faculty; 30.0 FTE adjunct faculty; 1.50 FTE support positions; 2, part-time lab assistants; .50 FTE self-paced lab assistant. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

VI. EDUCATION and/or EXPERIENCE – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Master's degree in related area required; Ph.D. preferred
- 3-5 years supervisory experience required
- 3 years teaching experience in higher education is required, community college experience is preferred.
- Budget management experience required
- Curriculum development experience preferred
- Must be willing to embrace technology to improve teaching and learning



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VII. SKILLS AND ABILITIES – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- The position requires a high level of management skill including a knowledge and understanding of post-secondary education, ability to identify and address problems, competence to conduct both long-range and short-range planning, ability to articulate and implement rules and policies, and ability to describe issues in an understandable manner.
- The position requires human relations skills evidenced by: (A) the ability to provide leadership of a team which includes the school faculty, staff and students; (B) the ability to delegate and to hold others accountable in a way that instills confidence and self-respect; (C) sensitivity to the needs of faculty and students within the school and other college constituents; (D) the ability to represent the College and the school to the external community in a positive light; (E) a personal orientation to the process and skill in the management of participatory decision making; and (F) the ability to work effectively in a diverse, multi-cultural environment.

VIII. CERTIFICATES, LICENSES, REGISTRATIONS – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- None

IX. LANGUAGE SKILLS – *(To be completed by HR)*

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentation on controversial or complex topics to top management, public groups, and/or boards of directors.

X. REASONING ABILITY – *(To be completed by HR)*

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

XI. 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, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.



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XII. 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. (To be completed by HR).*

The work is performed in an office-like environment with a minimal amount of noise.