



POSITION DESCRIPTION

TITLE: Assistant Dean, School of Health, Human & Public Services

FLSA STATUS: Exempt, 1.0FTE	GRADE LEVEL: F
LOCATION: Applied Science Center	UNIT: Academic Affairs
SHIFT: 8:00am-5:00pm M-F	DEPT: Health, Human and Public Services
INCUMBENT:	EMPLOYEE SIGNATURE: Date
REPORTS TO: Dean, Health, Human & Public Services	PREPARED BY & DATE: March 2020
Reviewed/Revised By:	EE Name Date:
Reviewed/Revised By:	EE Name Date:
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I. POSITION PURPOSE – *List brief summary of position*

The Assistant Dean, School of Health, Human & Public Services, assists in marketing the school programs, building partnerships between Clark State Community College and external stakeholders. The assistant dean assists the dean in identifying, developing, and implementing new programming for the school. This person uses data collection and analysis to support decisions for existing program improvements and the development of new programs. The assistant dean works with, and assists, faculty in the development of program learning outcomes, assessment processes, and program improvements. The assistant dean provides leadership in areas of student and adjunct concerns, assessment of learning outcomes, and general day-to-day school activities. This person assists and advises students in academic difficulty. The assistant dean also assists the dean in day-to-day operations of the school and directs the school in the dean's absence.

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)*

External stakeholders in business and industry	Personnel from other educational institutions	Government agencies	General public
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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)*

Provides input on budgets for related operations and special projects to the Dean of Health, Human & Public Services and manages special budgets as assigned.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Under broad supervision, this position performs the following duties:

1.	Works collaboratively with the Marketing and Admissions Departments to recruit diverse student populations for programs within the Health, Human & Public Services areas.
2.	Implements approved plans for building partnerships with external stakeholders in order to identify, develop, implement, and support academic programming that meets the needs of local and regional entities.
3.	Works with faculty in establishing program learning outcomes and leads the faculty in designing and implementing data collection and analysis processes that lead to ongoing program improvement.

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4.	Performs initial screening of unsolicited applications for adjuncts faculty; distributes to appropriate coordinators, follows up as needed. Serves as first-contact for student complaints and concerns regarding adjunct faculty.
5.	Coordinates the off-site offerings of school programs. In the absence of a coordinator, assists in course scheduling, as well as hiring and mentoring adjunct faculty.
6.	Responsible for the class observation and evaluation of adjunct faculty in accordance with established procedures.
7.	Assists in managing the implementation of grants and/or other funding for the school.
8.	Advises students in academic difficulty (probation, dismissal, course repeat for third time, etc.).
9.	Assists the dean in day-to-day operations and directs the school in the dean's absence.
10.	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."*

- None

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 a Health, Human or Public Services discipline; doctoral degree preferred
- 5-7 years of progressively responsible experience in academic leadership, partnership building, collaboration, and project management.
- 3-5 years of experience in college teaching, preferably at the community college level

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.*

- Ability to interact positively with staff, faculty, students and external agencies and individuals.
- Effective verbal and written communication skills.
- Proven management and leadership skills including forecasting, planning, organizing, reporting, communicating, supervising, delegating, and evaluating.
- Proven ability to build collaborative relationships and partnerships.
- Ability to gather and effectively analyze information, trends, and hard data to facilitate program improvement as well as program identification, development, and implementation.
- Proficient in Microsoft applications.



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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 complex documents, journals, and regulations. Ability to write reports, summaries, business correspondence, articles, and speeches using original or innovative techniques or style. Ability to communicate effectively one-on-one and in small groups and to make effective and persuasive speeches and presentations to internal and external groups.

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

Ability to analyze and interpret data and to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

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.