

Please Note: If you are applying for more than one position, please submit a separate, complete application packet for each position.



INTENT TO EMPLOY

Posting Date: October 8, 2020

Position: Associate Dean for Technical Programs

Minimum Qualifications:

1. Master's degree **required**.
2. A minimum of three (3) years of full-time related work experience in an administrative capacity **required**.
3. The college may consider substantial industry experience in lieu of a Master's degree; although a Bachelor's degree is **required**.
4. Licenses: **None**.

Job Functions:

This is a full-time administrative position with the responsibility for leadership in the college's non-medial, technical education programs. This position is also responsible for liaising with the college's Center for Workforce Education as well as the local community to ensure the college's programs are meeting the needs of local industry. The employee will:

1. Be responsible for leadership and general administration of the college's technical education programs.
2. Work with the appropriate dean and program coordinators in academic planning, program/curriculum development and implementation and program review for the institution.
3. Serve as liaison between the college and external groups and businesses to promote effective relationships and ensure the college is meeting the needs of local industry.
4. Work with the appropriate dean in providing leadership in and is responsible for the development, implementation and evaluation of policies and regulations pertaining to applicable programs.
5. Be responsible for leadership and guidance on programmatic accreditations.
6. Assist Workforce Education personnel and others as needed in developing, designing, and implementing training to meet industry and community needs; coordinate the use of the center's labs as required.
7. Participate in curriculum and program development and evaluation, both credit and non-credit, and make recommendations as appropriate.
8. Work with others to ensure appropriate industry-recognized credentials and certifications are offered through these programs.
9. Directly supervises and evaluates the program coordinators and other supervisors of faculty and staff within the technical education programs.
10. Provide administrative oversight for grant-funded initiatives related to these programs, including development, implementation and reporting.
11. Act as reference point to respond to student and faculty problems referred by faculty or appeals from students.
12. Assist with data compilation, budgeting and assessment related to Perkins and other federal programs.
13. Assist in developing and disseminating appropriate materials to be used for marketing and promotion of these programs.
14. Obtain institutional responsibilities that contribute to the fulfillment of the college's mission.
15. Serve as a member of the Institutional Administrative Council.
16. Serve on college committees as requested.
17. Performs other duties and responsibilities as assigned.

Salary: \$80,216.00 to \$115,065.00 based on ACCS Board of Trustees Salary Schedule C-1 and experience.

Application Deadline: 4:30 p.m., October 29, 2020

Application Procedure: A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-8598
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

EQUAL OPPORTUNITY EMPLOYER