

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



## INTENT TO EMPLOY

Posting Date: January 28, 2021

**Position:** Dean of Instruction

**Minimum Qualifications:**

1. Master's degree **required**.
2. A minimum of three (3) years of administrative experience in a college setting **required**.

**Job Functions:**

The Dean of Instruction provides leadership in the development, administration and evaluation of the instructional programs of the Transfer/General Studies Division and the Career and Technical Education Division to insure the integration of all academic programs.

1. Provides leadership and direction to the Transfer/General Studies Division and the Career and Technology Division:
  - A. Planning and implementing instructional programs.
  - B. Administration/coordination of these areas.
2. Takes a leadership role in institutional planning related to short and long-term academic development in Transfer/General Studies Division and the Career and Technology Division.
3. Coordinating the selection of instructional personnel and serve on all applicable college committees.
4. Investigate academic complaints and execute all required procedures.
5. Coordinates and evaluates the accrediting processes for all instructional programs.
6. Works closely with the Vice-President of Academic Affairs to ensure the integration of the instructional programs of the College and compliance with all accrediting bodies.
7. Works closely with the Student Affairs Division to ensure a quality educational experience for all students.
8. Ensure the integration of workforce development with the academic divisions of the College.
9. Represent the Transfer/General Studies Division and the Career and Technology Division of the college to internal and external constituencies.
10. Serve on committees as assigned.
11. Perform other duties as assigned by the President or Vice-President.

**Salary:** \$91,457.00 to \$126,303.00 based on ACCS Board of Trustees Salary Schedule B and experience.

**Application Deadline:** 4:30 p.m., February 11, 2021

**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)

**"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 856-7899  
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.