

## DEAN, APPLIED STUDIES

DATE POSITION AVAILABLE: June 2009

APPLICATION DEADLINE: Position Will Remain Open Until Filled

APPLICATION PROCEDURE: Send letter of interest, resume, application and copies of official transcripts to: Director, Human Resources, Tyler Junior College

JOB DESCRIPTION: This is a twelve-month, full-time administrative position responsible to the provost for the following:

1. Providing organizational leadership and support to the instructional programs.
2. Supervising and evaluating the development and use of human, fiscal and physical resources within the School of Applied Studies.
3. Reviewing and evaluating the instructional programs within the school.
4. Identifying and developing new programs as needed.
5. Recruiting and recommending for hire qualified professors and staff.
6. Evaluating professors and staff and providing appropriate professional development opportunities.
7. Supervising, facilitating, and enhancing articulation of instructional programs with secondary and upper level institutions.
8. Supervising advisory committee meetings to ensure sound curriculum development.
9. Providing an effective system for student advisement that encourages completion.
10. Providing overall guidance for the scheduling of classes, assignment of professors, and use of facilities.
11. Working with department chairs and professors to recruit students for the various programs in the School of Applied Studies.
12. Working with the dean, continuing studies to offer workforce training that meets the needs of the community.
13. Performing other duties assigned by the provost.

### REQUIREMENTS/QUALIFICATIONS:

8. Master's degree required plus three years experience.
9. Three to five years related management experience in comparable position.
10. Excellent oral and written communication, human relation, organizational, interpersonal and administration skills essential.
11. Demonstrated leadership abilities and organizational skills.
12. Instruction and administrative experience at a higher education institution preferred.
13. Possess good computer skills.

SALARY RANGE: \$66,000-\$70,500

**\* This is a security sensitive position, and a background check will be completed prior to hiring.**

OTHER BENEFITS: Exceptional employee benefit plan. Participation in optional retirement program or Teacher Retirement System of Texas.

DATE OF NOTICE: February 19, 2009