

Seward County Community College
Structured Compensation - Job Description
Dean of Industrial Technology

Data Year: 2019

Prepared On: 11/14/2019

Department:	Industrial Technology	Grade:	16
Reports To:	VP of Academic Affairs	Classification:	Exempt
Supervises Direct:	17	Supervises Indirect:	2
Approved By:	Dr Joe McCann	Effective Date:	01/02/2020
		Revised Date:	11/14/2019

Role:

Provides supervision of assigned faculty and classified staff in the industrial technology division; manages curriculum and monitors budget and facilities. Participates in the development and implementation of college policy; recommends and implements activities and actions which foster instructional excellence within a safe and effective working environment; represents the administration to staff members and staff members to the administration; and represents the college to the public and industry. Employment is based on 248 days in a fiscal year.

Essential Functions & Responsibilities:

- E 25% Supervises and collaborates with faculty in the development of rigorous and relevant curriculum, syllabi, instructional methods, assessment plans, advising, and professional development.
- E 20% Coordinates the development, implementation, and evaluation of programs and program accreditation within the division. Leads the development of interdisciplinary experiences for students and external stakeholders.
- E 20% Represents the college at appropriate agency meetings, public events, including promotional and recruiting events. Identifies external funding sources (grants, donors) and coordinates the development of external funding with the vice president of academic affairs.
- E 15% Prepares and presents division goals and budget, in collaboration with faculty, to the vice president of academic affairs. Supervises expenditures of the assigned budget and achievement of the division goals.
- E 10% Conducts interviews and orients new faculty and staff, reviews workload of the faculty within the division, and completes performance reviews of faculty, directors, and programs.
- E 10% Manages Industrial Technology Division related grants.

Performance Measurements:

1. Work is accurate, thorough, and reliable.
2. Planning processes result in the effective management and completion of day-to-day tasks and longer term goals.
3. Makes decisions that are based on analysis of available facts, timely, and transparent to all involved/impacted.
4. Works effectively with students, employees, and external stakeholders demonstrating college values, inclusivity, and civility.

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5. Performs personnel evaluations that are timely, provide constructive feedback, and are within the guidelines set by the college.
6. Seeks solutions to difficult situations through listening for understanding, empathy, and honest, open communication.
7. Creates a productive work environment for faculty and staff.
8. Advocates for faculty, staff, and students.
9. Effectively supervise and collaborate with faculty in the development of rigorous and relevant curriculum, syllabi, instructional methods, assessment plans, and student advisement.
10. Conducts effective interviews and selection processes for faculty and staff; orients new faculty and staff; and reviews and approves faculty workload.
11. Supervises and collaborates with faculty and external stakeholders in the timely development, implementation and evaluation of instructional programs.
12. Prepares, presents, and manages a budget for each program in collaboration with faculty and the instructional team.
13. Conducts meetings that demonstrate effective decision making, communication, and transparency using the SCCC principles of effective meetings.
14. Develops and supervises course schedules and delivery methods based on stakeholder needs and resource availability.
15. Maintains state and national accreditations of all programs as appropriate and designated by administration.
16. Coordinates the development and annual maintenance of agreements between the college and external institutions and agencies.
17. Effectively participates in the development, management, and reporting associated with external funding sources such as grants.
18. Meets the workload requirements for the position.
19. Maintains a valid driver's license.
20. Establish, strengthen, and enhances relationships with area businesses, high schools, and post-secondary institutions. Serves on community organizations and boards.
21. Serves on institutional committees and teams such as Academic Affairs Council, Instructional Team, and others as needed.
22. Effectively performs other functions as assigned by the Vice President of Academic Affairs.
23. Work with Program Coordinators in the facilitations of quarterly instructional program Advisory Committee meetings.
24. Confer with businesses and industry employers, funders, workforce leaders, economic developers, and community leaders.

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25. Coordinate events, facility usage, programing, graduate placement, and business/industry relations with the Director of Business and Industry.
26. Collaborates with the Business and Industry office to further meet the needs of our industry partners and ensure we are providing all the essential training components needed to fully prepare our students their future workforce.

Knowledge and Skills:

Experience	Three to five years of teaching experience, preferably at a community college level. Four years of supervisory experience, business/ industry, and/or technical education experience preferred.
Education	Master's degree in administration preferred; or Bachelor's degree with combination of business/industry managerial experience and/or education work experience.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	Knowledge of: Supervisory experience and knowledge of the vision, mission, goals and objectives of the technical community preferred. Laws, statutes, rules, and regulations affecting assigned curriculum programs. Community college organizational structure including the integration of academic, continuing education, and student services. Skills in: Effective oral and written communication skills and the ability to implement oral and written directions. Strong financial and project management skills. Working knowledge and experience in using Microsoft Office applications and the ability to learn additional software packages the college may acquire. Utilize an integrated database system for student records, financial management, and appropriate institutional research. Delegation of responsibility and authority. Decision making and problem solving. Interpersonal relations and conflict management. Preparing a variety of reports. Working effectively with a range of constituencies in a diverse community. Reviews problems and related information to develop and evaluate options and implement solutions. Motivates, develops, and directs people as they work and identify the best people for the

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position.

Gives full attention to what others are saying, takes time to understand the points made, and asks questions as appropriate.

Determines how money will be spent based on institution and division goals and accounts for expenditures.

Use of email and internet for research and communication purposes.

Abilities to:

Work with frequent interruptions.

Perform consistently during stress and pressure of deadlines.

Encourage and model high standards of ethical conduct among division personnel.

Communicate information and ideas in speaking so others will understand.

Hold division colleagues accountable for timely accurate task completion.

Anticipate potential problematic situations.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 1 hour at one time with a total of 5 hours

Standing for a period of 1 hour at one time with a total of 2 hours

Walking for a period of 1 hour at one time with a total of 1 hour

Lifting: up to 50 lbs. occasionally

Carrying: up to 50 lbs. occasionally

Repetitive Action: use of right and left hand for simple grasping and fine manipulation

Use of right and left feet for repetitive movements as in operational functions

Keyboarding up to 3 hours per day

Bending, squatting, crawling, climbing and reaching above shoulder level occasionally

Being around moving machinery, exposure to marked changes in temperature

Exposure to dust, fumes and gases

Driving occasionally for college activities

Work Environment

Regular exposure to favorable conditions such as those found in an office.

Occasionally may be exposed to industrial/agricultural environment including odors, exposure to moderate noise, and exposure to fabrication chemicals/ materials.

Frequent travel to move between campuses or for professional meetings including overnight stays.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

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Printed Employee Name

Date

Employee Signature