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## St. Petersburg College

Position Title: Dean, College of Health Sciences

<u>Pay Schedule</u>	<u>Pay Grade</u>	<u>Classification Series</u>	<u>Classification Title</u>
Administrative & Professional	K	Academic Management	Dean

**Job Summary for Positions in this Classification**

This is the fifth of six levels in the Academic Management series. The classification is responsible for directing the activities of multiple programs or College-wide functions. Incumbents will be responsible for developing the strategic direction of assigned areas, interpreting the broadly defined goals, developing and managing a budget, and providing managerial direction to employees.

**Position-specific job summary**

Directly accountable for College of Health Sciences operations which currently includes the following - an AS in dental hygiene, BAS Dental Hygiene, BAS Health Services Administration, BAS Orthotics and Prosthetics. Provides leadership for faculty and staff in the implementation of student/academic programs and supervision of support services.

**Typical Essential Duties for Positions in this Classification**

<b><u>These duties are a representative sample; position assignments may vary.</u></b>		<b><u>Potential Frequency</u></b>
1.	Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 20%
2.	Prepares and administers budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; identifies and pursues alternative funding sources; allocates funds across academic functions.	Daily 10%
3.	Directs the implementation of activities and operations for multiple academic departments or programs, which includes: designing, developing, administering, and evaluating programs, projects, student retention, strategic planning, processes, policies, procedures, systems, standards, and/or service offerings.	Daily 20%
4.	Guides curricular directions and reform; develops academic assessment strategies; ensures compliance with Federal, State, and Local laws, regulations, codes, and/or standards; ensures alignment with the overall mission and goals of the College.	Daily 10%
5.	Coordinates activities between multiple service areas and works to integrate and coordinate service areas.	Daily 10%
6.	Serves as a liaison between assigned academic departments or programs, external agencies, and the College, which includes students, staff, faculty, and administration; represents the department, College, and/or program at a variety of meetings, public events, training sessions, on committees, and/or other	Daily 10%

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related events; establishes and maintains positive collaborative relationships with community groups and establishments.	
7. Directs and participates in the preparation, review, interpretation, and analysis of various complex and multi-faceted information, data, forms, schedules, calendars, surveys, and reports; makes recommendations based on findings.	Daily 20%
8. Performs other duties of a similar nature or level.	As Required

**Position-specific assignment within typical essential duties**

- Uses strong administrative, management, and problem-solving skills to position the COHS to remain a leader in allied health education and OP in local, state and national levels;
- Promotes a student centered culturally diverse and adult learning environment which emphasizes learning and teaching;
- Committed to recruiting a diverse student population;
- Monitors and analyzes student attrition and retention data and collaborates with other campus areas and leaders to develop initiatives that can be implemented to maintain strong retention and success;
- Provides leadership in online course delivery and use of technology in education;
- Recruits full time and adjunct faculty, content experts and staff. Recommends candidates for faculty appointment, retention, and promotion, using valid assessment measures;
- Fosters a climate of academic excellence and collegiality among faculty, staff and students;
- Provides leadership to secure and maintain accreditation by appropriate state, regional and national educational entities;
- Maintains an active presence within the local, state and National organizations associated with all programs to maintain communication, monitor needs, and determine partnerships;
- Remains informed of new issues, challenges, and trends with in health care education and relate those to faculty, staff and administration;
- Builds consensus and fosters cooperation among COHS faculty across all programs.

**Educational Requirements\***

Master's Degree from a regionally accredited institution with at least one degree in a health discipline from an institution with national accreditation. Doctorate Degree preferred.

**Experience Requirements\***

Applicants will possess a distinguished record of excellence in teaching; a minimum of five (5) years of related administrative experience is required. Clinical experience in healthcare. Demonstrated success in the development of community relationships; and demonstrated knowledge of and participation in national/state accreditation processes. Delivery of academic programs through distance education using adult learning principles is highly preferred. Further, applicants have experience in implementing online and distance education; experience in planning and budgeting; excellent communication and interpersonal skills; a proven record of professional involvement is mandatory.

\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

**Licensing Requirements**

None.

**Knowledge, Skills, and Physical Requirements****Knowledge:**

- Managerial principles;
- Advanced principles and practices in assigned area of responsibility;
- Higher education institutional operations, structures, policies, and practices;
- Budgeting principles;
- Strategic planning principles;
- Public relations principles and practices;
- Community agencies and resources;
- Financial management principles;
- Research methods;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Computers and related software applications.

**Skills:**

- Prioritizing and assigning work;
- Preparing and analyzing a variety of reports;
- Making program decisions based on financial considerations;
- Adapting to rapidly changing environments;
- Conducting research, evaluating findings, and making recommendations based on findings;
- Evaluating statistical data, ensuring data sufficiency;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Implementing public relations initiatives;
- Managing budgets;
- Developing long-term strategic plans;
- Mediating conflict;
- Collaborating with internal departments and external agencies;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Note**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Last Reviewed:** Jun 07, 2013