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St. Petersburg College

Position Title: Dean, Communications

| <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.

Typical Essential Duties for Positions in this Classification

| <u>These duties are a representative sample; position assignments may vary.</u> | | <u>Potential Frequency</u> |
|--|---|-----------------------------------|
| 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 related events; establishes and maintains positive collaborative relationships with community groups and establishments. | Daily 10% |
| 7. | Directs and participates in the preparation, review, interpretation, and analysis of various complex and multi-faceted information, data, forms, schedules, | Daily |

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|--|-----------------------------------|
| calendars, surveys, and reports; makes recommendations based on findings. | 20% |
| 8. Performs other duties of a similar nature or level. | As Required |

Position-specific assignment within typical essential duties

- Develops, prepares, and updates program course material by overseeing;
- 3 year course reviews, development of courses of record and standard course platforms, implementation of new courses and programs;
- Creates coordinated schedule of class offerings in all instructional modalities that provide maximum access of Academic Resources to students and staff;
- Oversees equipment/materials and resources utilized within the program in concert with Provosts;
- Responsible for overseeing the attendance management system which includes analysis of the PeopleSoft attendance reports for compliance with the college attendance and withdrawal policy for students;
- Responsible for achieving the enrollment course/section productivity goals of the college;
- Provides the functional integration of programs for efficiency and ease of operation to insure student satisfaction and consistency across campuses;
- Provides vision and leadership for the specific department, discipline, and/or program(s); providing academic, administrative, and technological leadership to faculty;
- Supports excellence in teaching by auditing courses to identify areas of concern, and will lead review/assessments of programs, activities and faculty as appropriate;
- Keeps abreast of new and emerging trends in instructional technology and distance learning.

Educational Requirements*

Master's degree in a related field to assigned area. Doctorate degree preferred.

Experience Requirements*

Five (5) years in teaching field at higher education level.

* 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: May 16, 2013