Dean, Occupational & Technical Programs

Job Description

As a comprehensive community college, Paul D. Camp offers quality transfer degree programs, strong technical and pre-professional programs, and is known for its outreach to the community as a partner and leader in Academic and Student Development. Paul D. Camp Community College seeks dynamic, qualified individuals for the position of Dean, Occupational & Technical Programs. The Dean reports to the Vice President of Academic and Student Development. The Dean will ensure that the mission and educational objectives of the College are attained through its Occupational/Technical programs; provide strategic leadership for planning, development, assessment, evaluation, and continuous improvement of current curriculum and new programs; be knowledgeable about trends and best practices in occupational and technical education; and be responsible for effective administration and operation of the programs and supervision and evaluation of assigned full-time and adjunct faculty. This position will, in consultation with other Deans and Lead Faculty, develop the class schedule of offerings, consistent with approved courses, contact hours, credit hours and faculty workload policies. This position will maintain adequate equipment, materials, supplies inventory and other learning resources; and ensure that classrooms and laboratories provide an appropriate environment for safe, high-quality instruction. This position will advise students in occupational/technical programs, assist with admissions advising and orientation of new students and teach up to one class per semester in a program offered by the college. This position will also actively seek, establish, and maintain program-related partnerships and opportunities for students, such as job-shadowing and internships, and coordinate program advisory committees. The Dean serves on the Academic and Student Development Leadership Team and the President’s Advisory Council, and will represent the college at community events, meetings, and on committees as appropriate to advance and promote the occupational and technical programs. The Dean will also perform other job-related duties as assigned by the Vice President of Academic and Student Development.

Minimum Qualifications

Master’s degree in education or a related field from an accredited college or university, educational qualifications to teach in an occupational/technical program offered by the college. At least five years of progressively more responsible college-level administrative and/or teaching experience, or equivalent combination of experience in education and the business/industry. College teaching experience. Demonstrated understanding of, and commitment to, the comprehensive community college mission. Demonstrated knowledge of community college curricula, instructional practices, and learning outcomes in disciplines related to the division. Ability to coordinate the division’s instructional and service programs with other college divisions and offices so as to be responsive to the needs of a diverse student population. Excellent skills in oral and written communication. Knowledge of and ability to utilize administrative and instructional applications of information technology, including Microsoft Office (Word, Excel, PowerPoint), Blackboard or other distance learning software, and discipline-specific software. Candidates should possess sufficient technology skills to work productively in an organization that utilizes significant information and instructional technology resources. Demonstrated ability to manage budgets, equipment, and other institutional resources.
Preferred Qualifications

Prior administrative and supervisory experience in a college or university setting. Community college teaching experience. Knowledge of, and experience with, proven instructional and student support strategies that promote student retention and completion. Familiarity with regional accreditation standards as well as applicable specialized accreditation, certification, and licensure requirements, with particular attention to their implications for identifying and assessing student learning outcomes. Program marketing and recruitment experience. Experience in program evaluation and assessment of student learning. Experience with grant writing and/or grant management.

Special Instructions to Applicants

Submit an online application for this position by visiting the following web site: https://jobs.agencies.virginia.gov. Applications will only be accepted through this site. Complete application packages will include an: online application, cover letter, resume, personal copies of all college transcripts, names of three professional references with current addresses, telephone numbers and email addresses. Incomplete application packages will not be accepted. Faxed or e-mailed applications will not be accepted. Criminal history and other background checks will be required of the finalists. Satisfactory reference and background checks are a condition of employment. AA/EOE/ADA

Paul D. Camp Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, political affiliation, sexual orientation, gender identity or against otherwise qualified persons with disabilities, or other non-merit factors in its programs and activities