



Classification Description

Job Title: Associate Dean,
School of Business and Technology

Pay Grade: Administrator
Schedule

Job Code: 2112

FLSA Status: Exempt

Job Purpose

The Associate Dean of the School of Business and Technology provides leadership in the planning, direction, and evaluation of the academic unit in conjunction with the Dean and the Vice President of Workforce Programs. Responsibilities include the efficient and effective operation of the school via the administration of faculty and staff and the management of student issues and concerns to help ensure student success in each of the School's programs. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Manages and leads the overall operational direction of the School of Business and Technology. Coordinates the administration of school wide activities designed to achieve enrollment, retention and budget administration in accordance with administrative policies and procedures.

Initiates innovation and creativity in faculty development and exercises leadership in creating a supportive learning environment for students and faculty. Coordinates new program development in collaboration with faculty and administration.

Leads enrollment management activities for the School of Business and Technology ensuring each program is achieving the defined student learning outcomes. Assesses student achievement and retention, and implements continuous improvement as appropriate. Prepares a monthly enrollment and retention summary for the Dean and the Vice President of Workforce Programs.

Coordinates the timely submission of unit plans in keeping with the goals and objectives of the School and the College.

Supervises faculty assignments, including credential verification, teaching performance, student review of instruction surveys, and professional improvement. Ensures timely submission of the faculty roster each semester.

Assists with resolution of student disputes with faculty.

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Coordinates the preparation and maintenance of assigned budgets. Prepares a monthly budget summary for the Dean and the Vice President of Workforce Programs.

Oversees textbook selection process in collaboration with administrative personnel.

Reviews all course syllabi for compliance with SACSCOC, Florida DOE and FSW requirements.

Monitors work hour compliance of all members of the division, with special attention to class meeting times. Directs the development and implementation of class schedules, course capacity with administrative personnel.

Provides leadership in the area of curriculum development, including the development and revision of distance learning courses. Ensures accuracy in all division course descriptions and program requirements published in the College Catalog.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in a discipline related to a program offered within the School of Business and Technology. Related disciplines include, but are not limited to, accounting, business, finance, entrepreneurship, management, marketing, information technology, engineering, architecture, criminal justice, forensic science, law, and public administration.

Five (5) years of successful full-time equivalent teaching and/or professional administrative work experience at the College level.

Ability to direct the activities of full and part-time faculty and staff in the academic unit.

Knowledge of enrollment management practices including assessment of student success and the development and implementation of appropriate retention strategies.

Ability to critically analyze student data and develop short and long-range plans based on the goals of the College.

Personal and educational philosophy compatible with the goals, objectives, and missions of Florida SouthWestern State College.

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Demonstrated experience using a personal computer, office software such as MS Office, and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

- Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
- Environmental: Normal general office.
- Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 20, 2013. Revised: July 1, 2014, August 15, 2017, February 16, 2021, July 15, 2022.