



Classification Description

Job Title: Dean, School of Business and Entrepreneurship

Pay Grade: Administrator

Job Code: 4818

FLSA Status: Exempt

Job Purpose

This is a responsible, professional, administrative-level position that provides leadership and administrative oversight for the College-wide, School of Business and Entrepreneurship and its academic programs, as well as non-credit corporate and community education offerings delivered throughout the College's service district and beyond. Reporting to the Provost/Vice President for Academic Affairs, the Dean provides strategic direction to promote continuous improvement of School of Business and Entrepreneurship programs and curriculum and oversees the budget to ensure financial sustainability and programmatic growth. The Dean is also responsible for the leadership and supervision of department faculty, the Associate Dean, directors, and coordinators, including ensuring their awareness of and adherence to College policies and procedures, applicable statutes, and accreditation standards. This position is a College Administrator serving on an annual contract.

General Responsibilities

Essential Functions

Collaborates with fellow Deans and other appropriate administrators in the development and oversight of the School's College credit courses, including course scheduling that optimizes enrollment and facility usage, meets student needs, and advances program goals using appropriate delivery methods and modalities.

Works collaboratively with the Center for Workforce Development to maintain and promote strong community partnerships with business, and government stakeholders and serves as co-liaison with public organizations and other workforce intermediaries on behalf of the College.

Provides oversight for discipline-specific advisory boards and convenes regular meetings with local business and industry leaders for program input.

Mentors and develops faculty toward instructional excellence and prepares staff and faculty for future leadership roles. In collaboration with the Associate Dean, is responsible for hiring, developing, training, and evaluating School of Business and Entrepreneurship staff.

Promotes a school culture that results in effective communication and an open exchange of ideas.

DEAN, SCHOOL OF BUSINESS AND ENTREPRENEURSHIP

Provides opportunities for faculty participation in decision-making in accordance with the College's shared governance model.

Responsible for ensuring the systematic completion of program reviews, monitors trends in education and recommends programmatic enhancements and/or deletions to maintain a student-centered learning environment.

Works with the Associate Vice President, Academic Affairs on the development and execution of state-approved articulation agreements with educational and business stakeholders. Monitors consistent and timely program updates to ensure alignment with state curriculum frameworks and regulations. Ensures the accuracy of programmatic information in the class schedule, College catalog, website, and promotional materials.

Prepares and submits School's annual budget requests to the VPAA/Provost for approval, and provides collaborative management as applicable, with the Executive Director of Workforce Development for annual Perkins funding requests.

Oversees and manages the efficient and appropriate use of lab fees, grant funds, and other budgeted sources of funding to optimally support student learning.

Reviews appropriate grant applications in cooperation with College staff and ensures appropriate distribution and use of grant funds to achieve stated deliverables. Develops case plans and works collaboratively with the College Foundation.

Oversees all programmatic and division reporting required by FSW, the State of Florida, grantors, and other appropriate agencies or organizations.

Promotes timely course and program assessment, data collection, and analysis to support organizational decision-making, institutional and/or programmatic accreditation, and program approval through regular communication with the Provost/Vice President, Academic Affairs and the Deans.

Develops and promotes a collaborative, cooperative, and team-based environment through leadership, communication, goal attainment, and motivation of faculty and staff, as well as ongoing professional interaction with fellow Deans and College administrators.

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 perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

A doctoral degree earned from a regionally accredited institution of higher education in a discipline appropriate to the assigned division. A preferred Master's degree with 5+ years, postsecondary business education experience is considered.

Successful experience in developing academic curricula and student-centered, outcome-focused programs in business and technology.

Successful record of responsible higher education administrative experience, preferably in a community or state College.

Teaching experience in higher education or other commensurate expertise.

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

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.
- 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 work effectively with individuals from a variety of backgrounds and perspectives.

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 and respect in interactions with individuals with varying perspectives, experiences, 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, and 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: October 8, 2026.