



## Classification Description

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**Job Title:** Dean, School of Business and Technology      **Pay Grade:** Administrator

**Job Code:** 2153      **FLSA Status:** Exempt

### **Job Purpose**

This is a senior-level leadership position with Florida SouthWestern State College. The Dean provides highly responsible leadership, professional, administrative activities that oversees and administers the School of Business and Technology and the respective academic programs College-wide. The Dean provides leadership and strategic direction to promote continuous improvement, financial sustainability and programmatic growth consistent with the mission of the College. This is an administrator on annual contract position.

### **General Responsibilities**

#### **Essential Functions**

Provides leadership and strategic direction for the school in collaboration with associate deans, directors, coordinators, faculty, and staff in the development and delivery of instruction. Works as a key team member as a part of FSW's Workforce Programs Division.

Collaborates with appropriate College administrators to develop, evaluate, and deliver College credit courses effectively and efficiently College-wide to students, utilizing all educational delivery methods. Works effectively with and supports College-wide continuing education and customized training activities.

Builds on support and entrepreneurial culture seeking new program development opportunities and greater interaction with business community. Promotes best practices and ensures compliance with both regional and program-specific accreditation standards.

Mentors and develops faculty toward instructional excellence and prepares staff and faculty for future leadership roles.

Develops and maintains strong community partnerships with stakeholders in business, government, and education. Serves as a key College liaison for the regional business community public organizations and other workforce intermediaries.

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Promotes a culture that results in effective communication and the open exchange of ideas among faculty, staff, and administration. 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 a broad coalition of College and community representatives to determine local workforce trends and employer needs.

Oversees the development and execution of state approved articulation agreements with educational and industrial stakeholders. Monitors consistent and timely program updates to reflect consistency with state curriculum frameworks and regulations. Ensures the accuracy of programmatic information in the class schedule, College catalog, website, and promotional materials.

Supports the growth and development of a schoolwide internship and student placement programs in collaboration with the Director of Career Services and Internship Programs.

Prepares and submits annual budgets to Vice Provost for Workforce Programs for approval. Tracks individual budgets to maximize efficient utilization of available resources. Oversees the efficient and appropriate use of lab fees, grant funds, and other budgeted sources of funding to their highest and best use for students.

Coordinates appropriate grant applications in cooperation with College staff. Ensures appropriate and successful distribution of grant funds to achieve stated deliverables. Develops case plans and works collaboratively with representatives from the College Foundation.

Prepares and/or oversees all programmatic and division reporting required by FSW, the state of Florida, grantors, and other appropriate agencies or organizations. Develops other reports as requested.

Identifies and promotes activities that will improve the quality of instruction and increase efficiency in operations. Ensures high-quality academic programs and supports new program development.

Promotes timely course and program assessment, data collection, and analysis to aid in organizational decision making, College and program accreditation, and approval of divisional programs.

Advises College administration and other key stakeholders regarding the planning, operation, and evaluation of the school's programs.

Promotes effective organization through the hiring, training, evaluation, and motivation of faculty and staff.

These essential job functions are not to be construed as a complete statement of all duties

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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

A terminal degree earned from a regionally accredited institution of higher education in a discipline appropriate to the assigned division.

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 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.
- 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.

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- 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: October 15, 2012. Revised: July 1, 2014, August 15, 2017, and February 16, 2021.