

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DEAN - BUSINESS, TECHNOLOGY AND AGRICULTURAL SCIENCES

PAY GRADE: A-2

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

To provide leadership and administrative oversight for the college's business, technology, and equine studies and agribusiness programs, and serve as the college liaison to state, regional, and local committees.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree required; doctorate preferred.
2. Years of experience in the field: Five or more years of progressively responsible experience in higher education academic administration required, preferably directly involved with the business, technology, equine studies, and agribusiness programs.
3. Special skills or abilities related to the position:
  - Ability to communicate effectively with exceptional written and oral communication skills.
  - Ability to establish and maintain effective working relationships with students, faculty, staff, and other constituents of the college and the community at large.
  - Knowledge of state and federal regulatory laws and accreditation standards as they relate to colleges and the programs administered by this position.
  - Experience with institutional effectiveness, human resources, planning, and program reviews.
  - Knowledge of workforce development issues at the local, state, and national levels.
  - A proven leader with superior project management and networking skills, with a strong ability to manage up and laterally, work in teams, and share responsibility and credit.
  - Experience building coalitions and partnerships to move programs forward.

Special skills or abilities related to the position (continued):

- Ability to handle complex and sensitive assignments.

ESSENTIAL JOB FUNCTIONS:

1. Serve in an instructional leadership role as the administrator/supervisor of a major academic/career/technical division in an area of defined responsibility; including the Vintage Farm Campus.
2. Represent the Office for Academic Affairs and/or Workforce Development and Innovation; coordinate with other campus offices on regular and ad hoc college-wide issues that relate to career and professional programs.
3. Represent the college on state, regional, and local committees as it pertains to career, professional, and workforce issues, policies, and procedures.
4. Act as liaison for the Office for Academic Affairs and/or Workforce Development and Innovation concerning instructional classroom technology and instructional data collection issues.
5. Manage budgetary/reporting requirements for the division of Business, Technology, and Agricultural Sciences.
6. Resolve student problems related to academic complaints, appeals, waivers, etc. in fields of study related to career and technical education.
7. Provide administrative/supervisory leadership and be accountable for the college-wide management of Business, Technology, and Agricultural Sciences and their related programs.
8. Perform other related duties as assigned.

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

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:      OCALA CAMPUS, BLDG 40

SUPERVISOR OF POSITION:      VICE PRESIDENT – WORKFORCE DEVELOPMENT AND  
INNOVATION