

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: ASSOCIATE DEAN - HEALTH SCIENCES

PAY GRADE: A-15

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

The Associate Dean for Health Sciences provides support to the Dean for Health Sciences with regard to leadership and administrative oversight for the division of Health Sciences and its related programs as assigned, and other management tasks as assigned.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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 in a health-related field required; doctorate preferred.
2. Years of experience in field: Minimum of three years of work and/or teaching experience in a health-related program with one year of administrative experience at a community college, university or in a health related field required. Three years of administrative experience preferred.
3. Special skills or abilities related to position: Knowledge of health and human services related occupations and the educational training needed for these occupations. An awareness of and an ability to research national and state trends/issues, accreditation standards, and licensing/certification requirements in occupations related to health and human services. Exhibit positive human relations skills and possess proficiency in verbal and written communication.

Establish and maintain an effective working relationship with the community, staff and faculty. Ability to assess the need for health and human services workforce programs in the community. Ability to supervise and evaluate faculty in diverse programs. Ability to establish and maintain detailed records and reports relating to health and human service occupations. Ability to evaluate the effectiveness of programs by conducting program reviews and completing accreditation reports.

ESSENTIAL JOB FUNCTIONS:

1. Assist the Dean in the planning, implementation, and evaluation of health sciences programs included, but not limited to: Dental Assisting; Emergency Medical Services; Emergency Medical Technician; Paramedic; Physical Therapist Assistant; Surgical Technology.
2. Direct programs so they meet national accreditation, state approved standards, and curriculum frameworks.
3. Work to achieve cultural diversity in staff, student population, and curricula.
4. Direct the activities of the division and maintain academic standards.
5. Recommend new programs or changes in existing programs based on analysis of local, state and national trends.
6. Assist the Dean in the preparation and management of the budget for division.
7. Represent the College in a positive manner when serving on committees or participating in community activities.
8. Assess and evaluate activities of the faculty and staff.
9. Formulate and implement standards and policies.
10. Assist program managers in reporting and completing accreditation documents.
11. Maintain availability to students, faculty and staff.
12. Assist in recruiting, interviewing and recommending for employment faculty and career service staff.
13. Assist in the supervision, the recruitment, admissions, evaluation, and progression of students.
14. Assist the faculty in identifying and meeting professional goals.
15. Be a role model for Health Sciences faculty by active participation in professional organizations and activities.
16. Assist in the resolution of student problems related to academic complaints, appeals, waivers, etc. as related to Health Sciences programs.

(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 marginal duties as required.)

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.

PHYSICAL DEMANDS: (Continued)

- 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 in an office environment.

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Dean – Health Sciences