

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DEAN - BUSINESS, TECHNOLOGY AND CAREER AND TECHNICAL EDUCATION

PAY GRADE: A-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership and administrative oversight for the college's business, technology and career programs as well as technical workforce 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 field: Five or more years' progressively responsible experience in higher education academic administration required, preferably directly involved with business, technology and career and technical education programs.
3. Special skills or abilities related to 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 level.
 - A proven leader with superior project management and networking skills, with strong ability to manage up and laterally, to work in teams and to share responsibility and credit.
 - Experience building coalitions and partnerships to move programs forward.

Special skills or abilities related to 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 area of defined responsibility; including the Vintage Farm Campus.
2. Represent the Office for Academic Affairs; 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 with respect to instructional classroom technology and instructional data collection issues.
5. Manage budgetary/reporting requirements for the division of Business, Technology and Workforce.
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 is accountable for the college wide management of Business, Technology and Workforce 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 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.
- 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: Associate Vice President - Career and Professional Programs