

## WYTHEVILLE COMMUNITY COLLEGE POSITION DESCRIPTION

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**Job Title:**            **Dean, Humanities, Social  
Sciences, & Business Information  
Technologies    Pos#FA012**

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**Reports To:**        **Vice President of Instruction &  
Student Development**

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**Review/Revision Date:**    **02-02-2012**

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- I. BASIC FUNCTION:** The Humanities, Social Sciences, & Business Information Technologies Dean leads the instructional programs in the division. Those programs include:
- College Transfer AA&S degrees (and specializations)
    - Business Administration
    - Education
    - General Studies
    - Liberal Arts
  - Career & Technical Education AAS degrees (and specializations)
    - Accounting
    - Administrative Support Technology
    - Early Childhood Development
    - Information Systems Technology
    - Management
  - Certificate Programs
    - Clerical Studies
    - General Education
    - Medical Office Clerk
  - Career Studies Certificate Programs
    - Child Development
    - Clerical Assistant
    - File Clerk
    - Legal Assisting
    - Medical Coding
    - Medical Records Clerk
    - Medical Transcriptionist
    - Organizational Leadership
- II. SIGNIFICANT RESPONSIBILITIES:**
- A. Performs specific job responsibilities:

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1. **Provide academic leadership in program planning to include:**
    - Coordinating course outlines, choice of texts, and other teaching materials
    - Participating in curriculum and program advisory committee meetings
    - Working with faculty on new and revised course and program curricular development
    - Working with agencies to provide articulation opportunities
    - Making schedule and class adjustments due to faculty/staff illness or other related events
    - Developing and reviewing class schedules, catalogs, program brochures, and other publications related to instructional activities
    - Working with Workforce Services & Continuing Education in response to community and business/industry demands
    - Working with Workforce Services & Continuing Education in response to dual enrollment partnerships with school divisions within our service region
    - Actively participating in division and program student recruitment
    - Oversee program accreditation requirements and ensure compliance
    - Supervise the preparation of divisional statistical data, reports and grant proposals
  
  2. **Provide administrative leadership relative to college activities/events, to include:**
    - Serving on college standing and ad hoc committees, including search committees
    - Working cooperatively with student services on registration processes
    - Working with technology committee and information technology staff to procure computer hardware and software for instructional purposes
    - Coordinating full and part-time faculty schedules and preparing appropriate reports that document teaching assignments
    - Conflict resolution with faculty, staff and students
    - Represent the division at meetings such as the Vice-President's staff, President's Cabinet and other required committees and meetings
  
  3. **Provide administrative leadership relative to scheduling, to include:**
    - Coordination of semester class schedules and course offerings
    - Resolving schedule and room conflicts
    - Management of enrollment and canceling of non-productive courses
    - Plan, monitor, and evaluate the semester-by-semester course loads of divisional faculty
  
  4. **Provide administrative leadership relative to faculty/staff, to include:**
    - Supporting faculty and staff on issues such as curriculum and professional development
    - Evaluating full and part-time faculty
    - Evaluation full and part-time staff
    - Recruiting and selection of adjunct faculty in concert with program faculty
    - Providing leadership and support to instructional faculty for the implementation of appropriate application of instructional technology
    - Assisting faculty in locating and securing professional development activities
  
  5. **Provide administrative leadership relative to budget/finance to include:**
    - Propose and maintain divisional budget
    - Determine/maintain faculty productivity
    - Analyzing allocation of academic program resources and recommend changes or adjustments as appropriate in relation to student population and retention
    - Preparing adjunct faculty cost analysis
    - Working with faculty and VP of Instruction to review and improve program efficiency and enrollment management
    - Secure funding for faculty and staff professional development
    - Write and submit grant proposals relative to divisional mission

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- B. Promotes Wytheville Community College's Culture of Excellence and quality service through teamwork, respectful communication, maintenance of a professional environment, partnership with those we serve, and anticipation of customer needs.
  - C. Adheres to VCCS and College's policies and procedures. Completes required training including MOAT security training, eVA training, P-Card training, and safety training as required by the college (and any new training requirements that are identified by the college as needed). Exhibits professionalism in carrying out required tasks in accordance with policies and procedures. Occasional overnight travel and evening or weekend hours may be required in order to fulfill position responsibilities.

**III. JOB SCOPE:** Manages and maintains a division of customer service focused, highly trained and motivated staff and faculty. Work is performed primarily in an office environment. Requires long hours of sitting and using workstations and personal computers. Occasional one-day or overnight travel may be required. Frequent communication with faculty, students and staff. Regular communication with public and other Community College agencies. Additional duties as assigned. Position confers academic rank as outlined in College Policies and Procedures.

**IV. QUALIFICATIONS:**

**Education:** Master's degree in field related to division programs required from an accredited college or university required. Doctorate in a related field from an accredited college or university helpful.

**Required Experience/ Knowledge/ Skills & Abilities:** Minimum of five years of progressively more responsible college-level teaching and administrative experience. Must demonstrate an understanding of adult education principles and methodologies. Strong oral and written communication skills. Demonstrated experience with technology for providing classroom instruction and distance learning. Demonstrated commitment to the community college philosophy. Demonstrated successful supervision and evaluation of others. Ability to work with diverse groups.

**Other Qualifications:** Previous community college experience and/or community college experience working with grants and accrediting agencies preferred. Willingness to occasionally work at night and on weekends and/or travel as needed to meet college requirements.

<p>***Note: This job description is only meant to be a representative summary of the major responsibilities and accountabilities performed by the incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.</p>
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**APPLICATION PROCESS:**

To apply, applicants must submit a cover letter, current resume, a completed Virginia State application form and unofficial copies of college transcripts to Linda Nye, Human Resource Manager, Wytheville Community College, 1000 E. Main Street, Wytheville, VA 24382. The blank application form can be accessed from the college website at [www.wcc.vccs.edu/jobs](http://www.wcc.vccs.edu/jobs). The position will remain open until filled with an **initial review of application documentation to be held on March 9, 2012**. WCC reserves the right to conduct one or more rounds of the screening process through the use of electronic media technology (audio and/or video). Persons with disabilities requiring assistance should contact 276 223 4869. The individual selected will be subject to a criminal history/sex offender background check as a condition of employment and e-verify for employment eligibility.