



# Martin Community College

## Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

personnel@martincc.edu

www.martincc.edu/employmentopportunities

### An Equal Opportunity Employer

*Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*

## Position Vacancy Announcement: Chief Academic Officer (Dean of Academic Affairs)

<b>Position:</b>	<b>Chief Academic Officer (Dean of Academic Affairs)</b>
<b>Job Summary:</b>	The Dean of Academic Affairs plans, directs and reviews the activities and operations of the college academic functions including instructional programs and curriculum development and compliance; provides information to the Board of Trustees; and coordinates assigned activities with other college departments and outside agencies.
<b>Qualifications:</b>	<p>Required:</p> <ul style="list-style-type: none"> <li>• Master's degree</li> <li>• Minimum 6 years of experience in college instruction, including at least 3 years of experience in an administrative or management position</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Doctorate degree</li> </ul>
<b>Essential Job Functions:</b>	<ul style="list-style-type: none"> <li>• Develop, plan, implement and administer goals and objectives as well as policies and procedures regarding college academic functions including instructional programs and curriculum development and compliance; provide leadership for the academic affairs division; recommend and implement new or modified systems, policies and procedures</li> <li>• Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; evaluate and ensure that operations meet the mission of the college and the needs of the student population; recommend, within college policy, appropriate service and staffing levels; recommend policies and procedures</li> <li>• Develop and coordinate the division budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments</li> <li>• Direct, oversee and participate in the development of the instructional program work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures</li> <li>• Identify opportunities for improving service delivery methods and procedures for each assigned function; review with the Executive Vice President and implement as appropriate</li> <li>• Direct, manage and participate in the review of the curriculum programs for Martin Community College; ensure curriculum compliance with outside agencies including the Southern Association of Colleges and Schools and the Department of Community Colleges; review and evaluate existing programs; make recommendations to preserve the quality of education in accordance with the college vision and mission</li> <li>• Direct, supervise and participate in the development, preparation, publication and application of schedules for college curriculum courses; coordinate classrooms, class size, faculty and courses; ensure an equitable allocation of course assignments</li> <li>• Supervise and review curriculum content through the Curriculum Committee; provide advice and counsel regarding curriculum; oversee the initiation and maintenance of program certification</li> <li>• Provide assistance and information to the Board of Trustees regarding curriculum issues; prepare and present staff reports and other necessary correspondence</li> <li>• Supervise, initiate and coordinate mutual agreements for support with other community colleges and public schools</li> </ul>
<b>Anticipated Hiring Range:</b>	\$67,697.00 - \$84,621.00; based on experience
<b>Additional Information:</b>	None
<b>Benefits:</b>	State Health Plan Dental Insurance

	Vision Insurance Additional Supplemental Insurances NC Retirement Plan Leave (Vacation, Sick, FMLA, Civil and Military, Community Service, Education, and Voluntary Shared) Paid Holidays
<b>FLSA Status:</b>	Exempt
<b>Application Deadline:</b>	Start Date: 07/01/2019 Applications accepted until filled; review begins April 8 <sup>th</sup>

**SUBMISSION OF APPLICATION:**

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://www.martincc.edu/employmentopportunities>)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: [personnel@martincc.edu](mailto:personnel@martincc.edu) with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892