



# Department of ADMINISTRATIVE SERVICES Job Postings



## Housatonic Community College

*is seeking an experienced visionary academic leader to serve as the*

### **DEAN OF ACADEMIC AFFAIRS**

12-Month, Community College Management Position  
Full-Time (40 hours per week)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE NEXT PAGE!**

- Open To:** The Public
- Location:** Housatonic Community College, Bridgeport, CT
- Salary Range:** \$86,200.00-\$137,009.00 annual salary with full benefits package
- Closing Date:** Application materials must be **RECEIVED** on or before **MARCH 14, 2016**.
- Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
- Anticipated Start Date:** July 2016
- Minimum Qualifications:** Master's degree in a discipline appropriate to management of learning in a higher education environment together with six years of experience in higher education including at least three years of supervisory experience.

The successful candidate must possess the ability to lead the faculty and other constituencies with confidence, creativity, and a spirit of collaboration. This individual will demonstrate a firm commitment to excellence, innovation, and shared governance. The incumbent must have a proven track record of working well with students and collaborating with academic and student services departments to contribute to the retention and success of students. A commitment to educational excellence, professional development for faculty, expanded community engagement, student outcomes, data-driven decision making, and the seamless integration and close collaboration between academic and administrative departments is essential.

The ideal candidate will possess:

- Accomplishments in academic administration, including leadership in academic program development, strategic planning, budget management, enrollment management, initiation and carry-through of reforms;
- Teaching experience (7 years);
- Supervisory experience as a Department Chair or Program Coordinator;
- Experience with issues that affect faculty and instruction including assessment of student learning, faculty, governance, curriculum, development process, faculty policies and procedures, and academic support services;
- Knowledge and proven abilities in credit and non-credit programs;
- Ability to meet deadlines and handle multiple projects;
- A proven record of utilizing data to make decisions;
- Ability to communicate effectively with diverse population; and
- Experience working in a shared-governance environment.

Incumbents are required to have demonstrated advanced knowledge, skills and abilities in these functional areas:

- Principles and techniques of young adult and adult learning;
- Developing and enhancing high school/community college educational partnerships (dual enrollment, concurrent enrollment, college career pathways);

- Curricula and course design principles, concepts and techniques;
- Leadership and direction of college faculty and academic staff;
- Budget and fiscal management;
- Grant writing and grant oversight;
- Strategic planning and management of institutions of higher learning;
- Articulation agreements and the accreditation process;
- Proven abilities in curriculum planning and program development;
- Knowledge of contract administration;
- Emerging and nontraditional technologies and methods of delivering instruction; and
- Compliance with national and regional standards and external accrediting guidelines.

**Preferred Qualifications:** A doctoral degree with academic and scholarly achievement and 7 years of teaching and 3 years of supervisory experience in a community college setting preferred.

**General Responsibilities:** Reporting to the College President, the Dean of Academic Affairs works collaboratively with the faculty and staff to advance the College's strategic priorities and academic mission.

This position provides leadership and direction to faculty, the Library, the Academic Skills Center, academic programs and the development of new programs, and is responsible for all aspects of faculty and classroom evaluations, assessments and processes.

The Dean of Academic Affairs is responsible for the continuing evaluation of the College's offerings and the elimination and/or addition of programming in response to the needs of the College's service area. The incumbent is also required to attend and participate in convocation and commencement ceremonies; serve on committees and task forces; and attend and participate at community, informational and professional meetings.

**Application Instructions:** Submit a **letter of interest, current resume, and completed (typed) [ConnSCU Board of Regents Employment Application](#)**\* to:

**INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.**

Human Resources Department  
 Dean of Academic Affairs Search  
 Housatonic Community College  
 900 Lafayette Boulevard  
 Bridgeport, CT 06604, or

**NO FAXES PLEASE**

E-mail: [ho-humanresources@hcc.commnet.edu](mailto:ho-humanresources@hcc.commnet.edu) (12 PAGES OR LESS)

\*Available online in [MS Word](#) and [PDF](#) format. (Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

**All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.**

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Director of Human Resources/Equal Employment Opportunity Officer  
 900 Lafayette Boulevard  
 Bridgeport, CT 06604  
 (203) 332-5013

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.