



Department of
ADMINISTRATIVE SERVICES
Job Postings



Housatonic Community College

is seeking an experienced and innovative leader with demonstrated business and management expertise to serve as the

DEAN OF ADMINISTRATION

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

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS 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 **APRIL 5, 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 Finance, Administration, Management, Business, Public Administration, or other Master's Degree appropriate to the responsibilities of the position is required. Six years of administrative experience including three years of supervisory experience appropriate to the responsibilities of this position.
- The successful candidate must demonstrate in-depth knowledge of and strong skills and abilities in:
- organizational budget development and financial stewardship;
 - facilities management;
 - information technology including academic;
 - public safety;
 - high level analytical ability;
 - collaborative and collegial management style;
 - excellent and transparent communication skills;
 - effective presentation skills;
 - strong computer literacy skills;
 - proven track record managing complex budgets;
 - government and grant accounting;
 - forge effective working relationships with a broad range of internal and external constituents;
 - firm commitment to excellence, innovation, and shared governance; and
 - promoting academic success and access.
- Preferred Qualifications:** Ph.D./Ed.D. Nine years of administrative experience which includes Higher Education and five years of supervisory experience appropriate to the responsibilities of this position. Experience using BANNER.
- General Responsibilities:** Under the direction of the President, the Dean of Administration serves as both the chief fiscal and administrative officer of the college. The Dean provides effective leadership, vision, and strategic planning for the operations of the Administrative Division and has the primary responsibility for maintenance of all college grounds, equipment and facilities currently constructed including a parking garage and planning and development of facilities to be constructed; all financial operations from budget development and monitoring to cash flow maintenance and contract compliance; inventory control; public safety; purchasing; college information systems and auxiliary services of bookstore and food service. The Dean must support and contribute to the mission and vision of the college as a student-centered success-oriented institution, and demonstrate an understanding of and commitment to diversity and to the mission of Connecticut Community Colleges. The incumbent is also required be an active member of the college and local community; serve on committees and task forces; attend and participate at community, informational and professional meetings as well as convocation and commencement ceremonies.
- 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 Administration Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or
- NO FAXES PLEASE**
- E-mail: 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.