

MANCHESTER COMMUNITY COLLEGE
Academic Division Director
Liberal Arts

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Manchester Community College
Closing Date: September 24, 2015
Anticipated Start Date: January 2016

Minimum Salary/Compensation:
\$80,933 approximate annual with excellent benefits

Minimum Qualifications:

Master's degree in a discipline related to liberal arts with four years professional experience related to the responsibilities described below, including teaching experience, and a minimum of two years of supervisory and administrative experience in higher education required; a minimum of three years of college teaching experience desired. Excellent leadership, interpersonal, organizational and communication skills, as well as demonstrated computer literacy, including instructional applications, a must. Demonstrated experience in strategic planning, budget management and knowledge of current and emerging trends in student learning and outcomes assessment is required. An understanding of the mission of the community college and a proven ability to respond to and work with multiple constituencies, including business and community partners, transfer institutions, and a culturally and ethnically diverse population are essential.

Applicants who do not meet the minimum qualifications as stated must put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references.

Responsibilities:

The Academic Division Director, reporting to the Chief Academic Officer (Vice President), is responsible for providing academic leadership for one of four academic divisions at MCC, and working as part of the senior academic leadership team. The Division Director of Liberal Arts manages over 100 full and part-time faculty and staff members and provides vision and direction for associate degree and certificate programs and academic disciplines which currently include: Communications/Humanities, English, General Studies, Multimedia, Graphic Arts & Game Design, Music and Visual Fine Arts. Effective collaboration with other parts of the College, such as Continuing Education, Student Affairs, and technology support areas, is essential and working with outside partners such as transfer institutions, business and community partners. Other duties of the position include program development and evaluation, grants development and college wide leadership in academic related activities.

Background Checks:

Manchester Community College is committed to providing a safe campus community. MCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

Application Instructions: Send letter of intent, resume, transcripts and the names of three references to:

Michelle Prieto
Human Resources Assistant
Manchester Community College
Great Path, MS #2
P.O. Box 1046
Manchester, CT 06045-1046

Or email application materials to: GenInfoHumanResources@mcc.commnet.edu

MANCHESTER COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.