



Norwalk Community College

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Norwalk Community College

Dean of Academic Affairs

Office of Academic Affairs - Norwalk, CT - Full Time

It's an exciting time at Norwalk Community College (NCC) for our students and our community. NCC made national headlines for spearheading new initiatives which are transforming the educational landscape in Connecticut and revitalizing the economy. The College has emerged as a regional and national exemplar of partnerships to improve student success outcomes, better align curricula with employer needs, and prepare students for STEM jobs (in science, technology, engineering and math). NCC expanded its role as a state institution of higher education to become a state leader of educational reform and policy change.

Nationally recognized in a number of key educational outcomes, we are seeking a visionary leader for the position of Dean of Academic Affairs.

This full-time administrative position is responsible for leadership and administration of academic departments and programs in support of the college's mission and in keeping with the philosophy of a comprehensive community college. Effective day-to-day administration requires proficiency in the development of trust-based relationships and the use of discussion and data as a means to develop and maintain a deep understanding of the division and its needs. The Dean is expected to foster faculty and staff development, and to ensure effective consensus building and thoughtful decision making. The Dean works closely with student services and other administrative areas of the college, reports to the President and serves to facilitate communication between executive leadership and divisional faculty and staff.

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

- Principles and techniques of young adult and adult learning
- Curricula and course design principles, concepts and techniques
- Leadership and direction of college faculty and academic staff
- Budget and fiscal management
- Strategic planning and management of institutions of higher learning
- Emerging and nontraditional technologies and methods of delivering instruction

These skills and abilities typically are acquired through a combination of education, training and experience that would include a 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 ideal candidate will possess:

- A doctoral degree with academic and scholarly achievement
- Accomplishments in academic administration, including leadership in academic program development, strategic planning, budget management, initiation and carry-through of reforms
- Teaching experience at the college level
- 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
- Ability to meet deadlines and handle multiple projects
- Ability to communicate effectively with diverse population

Please visit http://norwalk.edu/dept/hr/employment_opportunities/Default.asp for complete job details and application instructions.

Closing date: October 16, 2015

Norwalk Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the college does not discriminate in employment on the basis status or criminal record. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Cheryl DeVonish, Title IX Coordinator, cdevonish@norwalk.edu 203 857 7016 and Fran Apfel, 504/ADA Coordinator, fapfel@norwalk.edu, 203 857 7192, Norwalk Community College, 188 Richards Avenue Norwalk, CT 06854.

Norwalk Community College is an affirmative action/equal opportunity employer, M/F. Protected group members are encouraged to apply.

All employment, if offered, is contingent upon proof of citizenship of eligibility under the requirements of the Immigration Reform and Control Act (IRCA) and a background screening.

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