



# ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

**POSITION:** **Dean of Administration**  
(12 Month Management)

**ANTICIPATED  
STARTING DATE:** August 2014

**MINIMUM  
QUALIFICATIONS:** Master's Degree in Business Administration or closely related field plus six years' experience, including 3 years supervision, preferably in a college collective bargaining setting. Excellent communication, leadership, and consensus-building skills in support of internal and external relations. Skill in solving problems analytically, collaboratively, and collegially. Success in developing, implementing, and managing construction/master planning projects. Demonstrated computer literacy (e.g., Microsoft Suite, BANNER, Core-CT). Commitment to the college mission and its diverse student population.

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.

**RESPONSIBILITIES:** The Dean of Administration will occupy a senior management/Cabinet level role operating under the general direction and supervision of the President. The selected candidate will provide leadership and direction to the Director of Finance and Administrative Services, the Director of Information Technology and the Building Superintendent II and have ultimate responsibility for the IT, Facilities/Maintenance and Administrative Divisions. The Dean will ensure that all Administrative Services programs, support services, resources and systems are efficient, effective and meet the needs of all internal and external college stakeholders, while creating a respectful, positive and trusting work environment. The Dean of Administration is responsible for but not limited to the following duties:

- fiscal management
- budget preparation
- procurement of materials and equipment
- physical facilities (acquisition and maintenance)
- funding and income operations
- environmental, health and safety, compliance
- co-chair the Threat Assessment Committee with Dean of Student Services
- ancillary services including bookstore
- divisional and college-wide strategic planning,
- manage the IT, Maintenance/Facilities and Administrative Divisions
- staff development

**MINIMUM SALARY:** \$103,705 approximate annual, including a full State of Connecticut benefit package.

**TO APPLY:** Submit cover letter of intent, resume, Board Application (found at [www.asnuntuck.edu](http://www.asnuntuck.edu) – Employment tab) and the names of three references to:

Asnuntuck Community College  
Human Resources – **JOB CODE: DOA**  
170 Elm Street, Enfield, CT 06082  
Email: [AS-Administration-HR@asnuntuck.edu](mailto:AS-Administration-HR@asnuntuck.edu)  
Fax: (860) 253-3069

**APPLICATION  
DEADLINE:** Application materials must be received on or before July 3, 2014

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.  
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Asnuntuck 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, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Cheryl Cyr, Title IX Coordinator, [ccyr@asnuntuck.edu](mailto:ccyr@asnuntuck.edu) (860) 253-3045, and Maki McHenry, Section 504/ADA Coordinator, [mmchenry@asnuntuck.edu](mailto:mmchenry@asnuntuck.edu) (869) 253-3021, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

An Equal Opportunity Employer



[www.asnuntuck.edu](http://www.asnuntuck.edu)

A Connecticut Community College