

CAPITAL COMMUNITY COLLEGE
Academic Dean
CC Dean
12 Month Management Position

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

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: Full Time, 35 hours a week
Salary: \$103,705.00 approximate annual.
Closing Date: Letter of application must be postmarked no later than September 30, 2014. No phone calls; submit only one application either via email or hard copy.

General Knowledge, Skills and Ability:

Master's Degree in Higher Education Administration or related field and six (6) years of administrative experience in Higher Education with teaching experience, including three (3) years of supervisory experience. Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

General Experience:

The Academic Dean is the chief academic officer (CAO) of the college with responsibility for the leadership, supervision and management, evaluation and professional development of faculty and academic staff, academic planning and evaluation, institutional accreditation, assessment of student learning, curriculum development and academic program review. Budget development and oversight for academic areas and facilities planning related to the academic program are also position responsibilities. The CAO also has oversight of the Academic Success Center, Early Childhood Center, Academic Media Services, the Library, developmental education, on-line learning, academic advising, institutional research, public relations and the web site. To finance improvement and increase institutional capacity, the CAO seeks and implements grants. Articulation and shared programming with high schools is a significant role for the academic dean, as is articulation/transfer with senior institutions. As a CSU academic officer, the dean also works with his/her peer group on the full range of academic concerns at the system level.

Substitution Allowed:

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions:

Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ct.edu/hr/employment>) and college transcripts to:

Ms. Josephine Agnello-Veley
Director of Human Resources and Labor Relations
Capital Community College
950 Main Street, Hartford, CT 06103
Email: CA-HRApplc@capitalcc.edu

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.

Capital 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: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelly@Capitalcc.edu

