NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Dean of Business, Technology, and Continuing Education

Department: Business, Tech, Cont. Ed.  
Job Status: Full Time  
FLSA Status: Exempt  
Reports To: EVP for Instruction  
Grade/Level: Admin/Prof III  
Amount of Travel Required: Travel required  
Work Schedule:  
Monday - Thursday 8AM - 6PM  
Friday 8AM - 12PM  
Or as assigned by the supervisor  
Positions Supervised: Faculty; Program Directors; Administrative Secretary  
Contract Length: 12 months

PURPOSE: The Dean of Business, Technology, and Continuing Education provides leadership for credit workforce education programs in the business and technology fields and continuing education corporate training and personal enrichment. The position has responsibility for marketing, management, and assisting in curriculum design of educational programs that serve employers' and employees' needs. The Dean works closely with business and industry partners to determine workforce development needs, to design innovative curricula that enhance employees' skills and knowledge, to recruit students and faculty, to develop workforce education programs, and to manage operational logistics of major grants and contracts.

In administration of the continuing education department, the Dean is responsible for workforce and personal enrichment curriculum development and instruction, facilities, human resource administration, and financial management. This position serves as liaison with outside agencies, community organizations, and other constituencies within the college.

MAJOR RESPONSIBILITIES:

• Provide leadership for business and technology education programs: Accounting, Agriculture, Auto Body Repair, Business Administration, Computer and Information Sciences, Cosmetology, Criminal Justice, Electrical Occupations, Mechanical Power Technology (Automotive, Diesel, Small Engine Repair, Welding), Office Technology.

• Provide leadership for the continuing education corporate training and personal enrichment department.

• Oversee operations of the NTCC Research and Demonstration Farm.

• Conduct workforce education research and analysis including appropriate market research, data collection, and analysis, as well as pedagogical advances.

• Coordinate the annual and long range departmental planning and evaluation processes and budgeting areas of responsibility.

• Assume primary responsibility for recruitment of students for business and technology programs. Provide leadership for and coordinate student recruitment activities of faculty.

• Oversee business and technology workforce education programs, including design and revision of courses; identification of resources; coordination of course offerings, registration, and evaluation.

• Maintain currency in and enforce college policies and procedures, as well as state and federal regulations related to areas of responsibility.

• Seek grant funding sources related to areas of responsibility.

• Ensure compliance with state mandated performance measures and utilize data for continual program improvement.

• Recruit and recommend the employment of both full-time and part-time faculty and ensure credentials comply with all applicable licensing and accreditation requirements.

• Supervise and evaluate directly reporting faculty and staff.
Assume a leading role in the advisement of students in areas of responsibility and serve as information/resource person for the public.

Assist students and others with the resolution of concerns and complaints.

Develop effective partnerships with businesses and industries in the identification of training needs. Serve as the College’s liaison with these industries.

Serve as the College’s liaison with the local workforce development boards.

Coordinate the functioning of program advisory committees in areas of responsibility.

Attend regional, state-wide, and national meetings in order to maintain professional growth and represent the College.

Assist in carrying out the mission of the College by serving as a member of the instructional leadership team.

Serve on institutional committees as directed by the President or Vice President for Instruction and Student Development.

Perform other duties as assigned.

**Competency Statement(s)**

- Achievement of Strategic Initiatives – Ability to link departmental work with the achievement of NTCC’s strategic initiatives
- Communication - Ability to communicate verbally and in writing clearly and concisely.
- Customer Service - Ability to take care of the customers’ needs while following company procedures.
- Ethics – Ability to be guided by NTCC’s accepted principles of ethical conduct.
- Initiative and Resourcefulness – Ability to act and takes steps to solve or settle an issue.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Judgment and Decision Making Ability – Ability to form sound opinions or make decisions by evaluating available information.
- Leadership – Ability to motivate and guide others to perform in accordance with clear expectations and goals.
- Planning and Organization of Work – Ability to plan, organize staff, direct and control work tasks to meet a specific goal.
- Reliability and Responsibility – Ability to be dependable and trustworthy.
- Skills and Technical Competence – Ability to relate to topics that require an understanding or specialized knowledge pertinent to job needs.
- Team Building – Ability to ensure that team members are invested in team activities and decisions, and that the team works together to achieve a goal.
- Work Under Pressure – Ability to maintain composure when exposed to stress in the workplace

**Supervisory Responsibilities**

Directly supervises 8 to 15 employees in the area of Workforce Education; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:**

**Education:** Must possess a Master's degree (M. A.); and possess credentials for teaching in one of the disciplines in this division.

**Experience:** Minimum five years experience in higher education workforce administration.

**Skills and Abilities:**
Knowledge Required:
Must possess knowledge of accreditation processes including SACS, THECB, and program-specific accreditation agencies; must have working knowledge of Workforce Education Course Manual (WECM).

Skills Required:
Must have project management experience, extensive knowledge of adult education, proven leadership skills, and the ability to design and implement innovative programs in the area of workforce education; must possess excellent written and oral communication skills, and an ability to provide vision for project while attending to daily operational details; must demonstrate a collaborative leadership style.

Office skills, Work independently; organize work load; type 50 words per minute accurately; follow oral and written directions; exercise sound judgment; maintain office records; compose letters; learn college policies and procedures; work well under stress; operate basic office machines (copier, fax); comfortable with technology; adaptable to change; working knowledge word processing, spreadsheet, and database program (Microsoft Office applications strongly preferred); experience using Internet.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Physical and Mental Requirements
Ability to maintain concentration level while dealing with interruptions; attention to details, with emphasis on accuracy in data entry. Capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans. Walking; good listening skills; frequent stressful conditions; standing; sitting for long periods of time; lack of mental impairment; frequent decision making ability.

This is an inside office position with minimal safety/health hazard potential.

SIGNATURES:

______________________________________  _____________________________
Dean of Business, Technology, and Cont Ed.  Date

______________________________________  _____________________________
Executive Vice President for Instruction  Date

______________________________________  _____________________________
President  Date

Job Description developed: 2006
Reviewed: 2006
Preparer: Herb Riedel, Jerry Henry