

ASSISTANT DEAN (WCC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class assists in planning, developing, coordinating, administering and evaluating extensive programs or major projects to achieve the educational and vocational goals and standards established by Westchester Community College and the State University of New York. This position differs from that of Associate Dean as this position does not supervise faculty or employees in academic divisions. Supervision may be exercised over professional and non-professional staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops and evaluates policies and procedures of a program of a division to ensure that comprehensive educational services are provided;

Develops and coordinates long range and strategic planning to prepare for future program needs, cost control and optimal utilization of staff and other resources;

Conducts research and compiles reports as required for governmental and private agencies;

Oversees and monitors procedures, operations, and/or record keeping systems to ensure compliance with the requirements of governmental and private organizations;

Assists with recruitment, training and development of new employees and makes recommendations for promotions and dismissals;

Compiles program information and supervises the preparation and maintenance of division records and other course files;

Designs and updates materials to assist students to improve learning skills;

Consults with faculty and staff on utilization of resources and to provide counseling for students;

Evaluates departmental activities and programs to ensure integrity and effectiveness in program implementation;

Seeks and secures funding through government, corporate and private funding sources;

Promotes the professional development of employees through participation in in-service programs, professional associations, and other activities;

Plans and evaluates the work of assigned personnel;

Establishes and maintains active partnerships with other college officials and key community leaders to disseminate program information and to meet emerging community needs;

Performs other duties as assigned by Vice President and Dean.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of federal, state, and local laws, rules, regulations, policies, and procedures as they relate to the administration of education and training programs and grants; good knowledge of the principles and techniques of administrative supervision and decision-making; good knowledge of public administration; ability to plan and coordinate policies, regulations and procedures; ability to identify problems, formulate, and implement realistic solutions; ability to establish and maintain effective relationships; ability to analyze and evaluate reports and studies; ability to communicate effectively, both orally and in writing; ability to evaluate the performance of assigned personnel and programs; leadership; sound professional judgment; integrity; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and either: (a) Master's Degree* and five years experience in educational or business administration, or the planning and development of education, employment training or human development programs, three years of which must have been in an administrative or supervisory position; or (b) seven years experience as stated in (a), including the administrative or supervisory experience; or (c) a satisfactory combination of equivalent training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited and recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.