



NORTHERN MAINE COMMUNITY COLLEGE
POSITION ANNOUNCEMENT
January 17, 2019

TITLE: **ACADEMIC DEAN**

SALARY LEVEL: Confidential Level 8

RESPONSIBILITIES: Under the direction of the President, the Academic Dean serves as the chief academic officer for the College and is responsible for educational policy and academic programs. This includes program review and improvement, accreditation and self-evaluation, assessment of student learning and advancement of student success, academic personnel decisions, budget development, fiscal accountability, program and curriculum development and the encouragement and improvement of teaching and learning.

MINIMUM QUALIFICATIONS: A master's degree and teaching experience are required; a doctorate with teaching, business and industry experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Five to seven years minimum of combined academic and administrative experience at a higher education level
- Skills to prepare and monitor budgets in accordance with MCCS financial policies and appropriate state and federal regulations
- Strong communication, decision making, research and analytical skills
- Strong consensus-building and collaboration skills
- Knowledge of academic and institutional planning and assessment
- Ability to participate and contribute to institutional planning/strategic planning
- Ability to delegate and oversee multiple tasks
- Understanding of the role of technology in higher education
- Experience with collective bargaining
- Demonstrated skills in academic planning, curriculum development, academic support programming, student success metrics and outcomes based assessment
- Experience in regional and specialized accreditation

BENEFITS: Employer paid health, dental, and life insurance for employee (spouse, domestic partner, dependent coverage also available), choice between Maine Public Employees Retirement (MPERS) and TIAA-CREF in lieu of social security, generous vacation and sick time allowances, 12 paid holidays, professional development and free tuition within the MCCS.

APPLICATION PROCEDURE: Review of applications will begin March 1, 2019, and will continue until the position is filled. Interested applicants should submit a cover letter, resume, NMCC Employment Application, official transcript of highest degree earned and names of three professional references to:

Beth Hummel, Human Resources
Northern Maine Community College
33 Edgemont Drive
Presque Isle, ME 04769

Northern Maine Community College is an Equal Opportunity/Affirmative Action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at 768-2791.