

DEAN OF CAMPUS ADMINISTRATION

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled in Lacombe.

Applications will be accepted until position is filled, with preference being given to those received on or before December 24, 2018. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript to:

Attention: Hiring Manager

Northshore Technical Community College

65556 Centerpoint Boulevard

Lacombe, LA 70445

Telephone number: 985-545-1262

Email: veronicaflynn@northshorecollege.edu or hr@northshorecollege.edu

Job Summary:

The Dean of Campus Administration oversees operational management, workforce development, and dual enrollment as well as assists the Dean of Technical Education with Technical Education Division with curriculum development and program evaluation at the campus level. Operation management consists of campus budget, campus security, and facility services. Workforce development consists of grant management, fundraising, and non-credit instruction. Curriculum development and program evaluation consist of assisting the Dean of Technical Education with assessing student learning; implementing standards associated with industry certifications and programmatic/institutional accreditations; and faculty management.

QUALIFICATIONS:

Required:

Master degree from a regionally accredited institution. Demonstrated leadership and supervisory skills, which support effective interactions with faculty; ability to develop curriculum and market programs; excellent interpersonal skills including the ability to maintain positive working relationships with various College constituencies; and understanding of community college philosophy and mission.

Operational Management Responsibilities: - Report to Chancellor

In a collaborative manner with staff, faculty, deans, and executive administration:

- Provides direct supervision for campus based building services, evening operations coordinator(s), and campus administrative staff. Supervision includes hiring, assigning duties, coaching, training, evaluation, annual professional development plan and disciplinary action or termination. Interacts and collaborates with police, maintenance, contract custodial, food and vending services.
- Coordinates campus-wide room scheduling for academic, workforce, continuing education, and adult education.
- Approves, processes, and coordinates requests for use of college facilities for campus events by internal and external groups including permits/contracts, event insurance, and receipt of fees.

- Coordinates events schedules with Police and Security, maintenance, building attendants, and media services.
- Organizes and schedules on-campus services provided by Finance and Administration, and internal/external customers.
- Plans, coordinates, and monitors on-campus maintenance, renovation and construction projects in collaboration with Finance and Administration and internal/external customers.
- Coordinates inspections, drills, and hazardous waste storage and elimination; organizes and trains campus emergency response team, including all support units; coordinates with Police regarding campus safety and security. 2
- Assists Vice Chancellor of Finance and Administration in developing college-wide operational policies and procedures for all campuses; and is responsible for implementing all such policies.
- Serves as a liaison to, and regularly communicates with, faculty, staff, students, and community members regarding NTCC policies, procedures and processes. Resolves or refers campus related concerns/complaints to the appropriate offices.
- Develops and monitors campus budget; approves expenditures; prepares reports.
- Hires Technical Education faculty approved by the Dean of Technical Education.
- Supervises the distribution/collection of keys, testing facilities; IDs for faculty, staff, and students; mail, and a variety of other information and documents related to the campus.
- Perform other duties as assigned by supervisor. Workforce Development Responsibilities: In a collaborative manner with staff, faculty, deans, and executive administration:
- Oversees campus workforce development services and activities to ensure the functional and fiscal success of programs.
- Supervises all fiscal processes for campus workforce program areas including developing annual budgets for campus workforce programs areas.
- Administers grant projects for campus workforce program areas including draft grant applications, managing grant budget, and ensuring grant deliverables are accomplished in accordance with grant source expectations and guidelines.
- Ensures that policies and procedures are in place and maintained regarding the delivery of courses and programs in assigned program areas, including but not limited to procedures for state reimbursement, college accreditation, external student funding sources, industry specific accrediting agencies, local workforce industry partners, and continuing education partnerships.
- Serves as a campus representative by collaborating with internal NTCC divisions, external workforce development entities, and industry representatives to address current and emerging workforce education needs within the college's service area.
- Administers continuing education at the campus level that includes non-credit course schedules, marketing, and program improvement.
- Perform other duties as assigned by supervisor. Dual Enrollment Responsibilities: In a collaborative manner with staff, faculty, deans, and executive administration:
- Develops agreements with local public and private secondary schools that include course offerings, tuition/fees, and course equivalencies.
- Collaborates with executive administration review and approval of dual enrollment agreements. • Hires faculty to teach dual enrollment courses.
- Communicates dual enrollment courses to Registrar. 3 Technical Education Responsibilities: Report to – Dean of Technical Studies In a collaborative manner with staff, faculty, deans, and executive administration:
- Communicates ongoing, current and relevant information to faculty, staff and students received by the Dean of Technical Education.
- Ensures a positive environment for teaching and learning.
- Advocates NTCC's mission to faculty, staff, students and other stakeholders.
- Recommends candidates for faculty appointment to the Dean of Technical Education.

- Assist the Dean of Technical Education in Technical Education curriculum and program development.
- Assist the Dean of Technical Education with Technical Education program handbooks and course syllabi.
- Promotes a team effort while supervising the Technical Education faculty and staff on a daily basis.
- Implement the policies and regulations of external accrediting agencies in collaboration with the Dean of Technical Education.
- Represents NTCC to affiliated agencies.
- Assure that Technical Education programs are maintained current in regard to standards of practice and market demands of the community.
- Assist in marketing Technical Education programs college-wide.
- Assist with the orientation of newly hired Technical Education faculty.
- Encourage Technical Education faculty to participate in professional association, conferences, and activities.
- Promotes academic freedom as well as academic responsibility.
- Promotes and supports Technical Education programs in the use of new instructional technologies to improve education and educational delivery.
- Supervise record keeping practices and procedures for the Technical Education programs.
- Travel and work a flexible schedule in order to meet the needs of various use groups and program of NTCC.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Collaborates with industries in the creation, alterations, and terminations of programs that also includes job placement.
- Assist the Dean of Technical Education with overseeing campus Technical Education faculty and staff.
- Serve on NTCC committees as appropriate.
- Attend NTCC sponsored events.
- Perform other duties as assigned by supervisor. **COMPETENCIES:** To perform the job successfully, an individual should demonstrate some or all of the following competencies:
 - Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
 - Design – Generates creative solutions; translates concepts and information into images; demonstrates attention to detail.
 - Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in 4 group problem solving situations; uses reason even when dealing with emotional topics.
 - Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
 - Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
 - Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
 - Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
 - Written Communication – Writes clearly and informatively; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
 - Teamwork – Balances teams and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
 - Visionary Leadership – Inspires respect and trust; mobilizes others to fulfill the vision.

- Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Business Acumen – Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- Diversity – Demonstrates knowledge of NTCC’s guidelines; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities.
- Strategic Thinking – Understands organization’s strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
- Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions. 5
- Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follow through on commitments.
- Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity – Strives to increase productivity.
- Adaptability – Adapts to changes in the work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.
- Attendance/Punctuality – Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time. (if applicable)
- Dependability – Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others’ attention.

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relationships with various College constituencies; and understanding of community college philosophy and mission.

SPECIAL SKILLS AND ABILITIES: 1. Knowledge, Skills, and Abilities: Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Comprehensive knowledge of standard office practices, procedures, equipment, and techniques; knowledge of adult learning techniques. Knowledge of: managerial principles; student services administration principles and practices at post-secondary institutions; records maintenance principles and practices; budgeting principles and practices; program management principles; higher education principles and practices. Demonstrated skill in: mediating conflict; supervising and providing leadership to subordinate staff; developing, recommending, implementing, and monitoring policies, procedures, and work flow; developing and facilitating information sessions, presentations, and/or workshops; preparing a variety of reports related to departmental activities, including statistical analysis; developing and managing a budget; evaluating assigned programmatic area for compliance with applicable regulations; speaking in public; coordinating the preparation and publication of a variety of reports and/or promotional materials; conducting research to identify solutions, resolve problems, or provide information; working with diverse academic, cultural and ethnic backgrounds of community college students and staff; utilizing computer technology for communication, data gathering and reporting activities; communicating effectively through oral and written mediums. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. 2. Computer Skills: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.). 3. Software Used: Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), student information systems, and database applications.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

INTERPERSONAL SKILLS: Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skills is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.