Dean of Academics
NTCC- Southeastern Site

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Southeastern Site.

Applications will be accepted until position is filled, with preference being given to those received on or before January 3, 2023.

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 (for a transcript to be considered official, it must be sent directly from the school to Human Resources. It may be sent by mail or e-script.) to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu

Job Summary:

The Dean of Academics provides leadership and direction in curriculum development and evaluation; supervises appropriate personnel of the DirectConnect to Southeastern program and site; provides leadership for assessment of student learning at the course level and the Division of Academics; oversees equipment purchases and special events onsite; coordinate appropriate catalog revisions; manages the development of faculty schedules; supports Deans of Campus Administration with academic dual enrollment.

QUALIFICATIONS:

Master’s 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.

Preferred:
Doctorate and five years of professional experience teaching in a community college.

RESPONSIBILITIES:

In a collaborative manner with faculty, deans, and other instructional management and staff:

- Provides ongoing, current and relevant communications to faculty, staff and students for appropriate division.
- Ensures a positive environment for teaching and learning.
• Advocates NTCC’s mission to faculty, staff, students and other stakeholders.
• Recommends candidates for faculty appointment and retention.
• Provide leadership in curriculum and program development.
• Coordinates curriculum and course syllabi.
• Promotes a team effort with divisional faculty.
• Supports effort with accrediting agencies.
• Serves as liaison between NTCC and Southeastern Louisiana University.
• Participates in planning and marketing DirectConnect to Southeastern.
• Provide for the orientation of newly hired faculty in appropriate division.
• Encourage faculty to participate in professional association, conferences, and activities.
• Promotes academic freedom as well as academic responsibility.
• Promotes the use of new instructional technologies to improve education and educational delivery.
• Supervise record keeping practices and procedures for the DirectConnect to Southeastern program and site.
• Oversee reports and data associated with transfer degrees and General Education core assessment and enrollment.
• Travel and work a flexible schedule to meet the needs of the division.
• Actively participate in related consortiums, partnerships, organizations, etc.
• Coordinate catalog revisions for the division.
• Oversees divisional faculty in curriculum development and implementation.
• Serve on NTCC committees as appropriate.
• Attend NTCC sponsored events.
• Perform other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, & ABILITIES:

Skills/Abilities: Application and intermediate knowledge of office practices and procedures. Intermediate computer skills. Effective phone etiquette skills. Must be able to communicate effectively in both written and verbal form. Must maintain confidentiality of work-related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills. Should have knowledge of document-imaging technology. Must be able to maintain current social media websites.
Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

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. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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. The noise level in the work environment is usually moderate.

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.