



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Dean of Academic and Student Affairs

Department: Academic Affairs

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with Experience and Education

Work Schedule: Monday - Friday

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES: The Dean of Academic & Student Affairs acts as the chief academic officer, develops administrative, personnel and academic policies and programs for the college. Develops and oversees the Institutional Assessment and Effectiveness, curriculum, development of the class schedules and student orientation to the college; supervises the library and all faculty personnel, faculty evaluations, all academic programs, academic standards and academic records. The Dean shall ensure that the campus has a flourishing campus life. The Dean shall be responsible for the proper administration of policies on student life, health, discipline, scholarship, and other forms of student assistance, and all matters related to student non-academic activities. This position also entails other responsibilities and other duties assigned.

The Dean's authority and areas of supervision may be adjusted from time to time in the discretion of the President in accord with the needs of the institution, subject to approval of the Board of Trustees. This position also entails responsibilities and other duties assigned.

EDUCATION and EXPERIENCE: A doctorate in Higher Education or another academic field from an accredited institution is preferred. Teaching, administrative and leadership experience is also required. Higher Education experience as an instructional leader, with curriculum, pedagogy. Experienced leader for classroom management and student discipline matters.

LANGUAGE SKILLS: Experienced instructional leadership with reading, writing and math initiatives. Strong communication and facilitation skills, including use of technology.

REASONING ABILITY: Team player and experience with collaboration and ability to work under pressure, adapt easily, and understanding of underserved populations.

CERTIFICATES, LICENSES, REGISTRATIONS: Not Applicable

WORK ENVIRONMENT: While performing the duties of this job, the employee will work in an office environment on a college campus. Will attend community events and some travel is required.

PHYSICAL DEMANDS: Not Applicable

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214