

Dean, Health Sciences
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=246688>

Downloaded On: Oct. 19, 2024 1:21pm

Posted Oct. 8, 2024, set to expire Nov. 29, 2024

Job Title	Dean, Health Sciences
Department	Health Sciences
Institution	Austin Community College Austin, Texas
Date Posted	Oct. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Academic Unit
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Job Description	

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Dean, Health Sciences

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Dean, Health Sciences

Job Description Summary:

To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a collegewide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success. To provide oversight and support of all programs in Health Sciences and the Health Science Academy.

Job Description:

Duties & Responsibilities

- Essential Job Functions: Provides student-centered leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs, prepare all students for success, reflect high standards and best practices in program delivery, and meet the external requirements of the Southern Association of Colleges and Schools Commission on Colleges

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(SACSCOC), the Texas Higher Education Coordinating Board (THECB), and applicable specialized accrediting organizations.

- Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.
- Management: Supports the selection of department chairs who will engage in future-focused and innovative leadership of their departments. Supervises and evaluates department chairs and assistant and associate deans. Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing robust faculty evaluation processes, recruiting student-centered faculty and staff, developing strategic and tactical course schedules, strategic planning and budgeting, safety, facilities, equipment, and software needs, and preparing reports as required. Hires, supervises, and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on college wide councils and committees.
- Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.
- Dual Credit: Provides strategic leadership, oversight, and data-informed support for dual credit programs, faculty and students, including Early College High Schools and dual enrollment programs across the ACC District. Partners with area independent school districts and ACC's Office of College & High School Relations in support of excellence in dual credit instruction.
- Serves as an active member of the instructional leadership team within Academic Programs, collaborating with fellow deans; makes substantive contributions to strategic planning across Academic Programs and facilitates related work within assigned areas ensuring consistent and appropriate messaging.

Knowledge

- Demonstrated expertise in project planning, development, and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

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Skills

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work-related information and materials.
- Working effectively with a multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the college.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.
- Proven ability to collaborate with diverse constituencies and maintain confidentiality.
- Excellent interpersonal and communication skills, both written and verbal.
- Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- Five years of related work experience including supervision/management.

Required Education

- Master's degree. As required for faculty. Must meet SACSCOC faculty qualifications for the subject(s) areas taught. Experience cannot be substituted for the required, applicable educational level.

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Preferred Work Experience

- Supervision/management in a higher education academic environment.

Preferred Education

- Doctorate.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Provide resources for the safe operation of units. Create and support workplace safety.

Salary

Commensurate with experience.

Number of Openings:

1

Job Posting Close Date:

October 31, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under



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Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Eastview-Campus/Dean--Health-Sciences_R-6803

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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