

Dean, Business and Technology  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251451>

Downloaded On: Jan. 15, 2025 7:52am

Posted Jan. 13, 2025, set to expire May 8, 2025

**Job Title** Dean, Business and Technology  
**Department** All Jobs  
**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Jan. 13, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Dean

**Academic Field(s)** Administration - Academic Unit

**Apply Online Here** <https://www.click2apply.net/x15ezyH2n6d5EFdkBu4wO6>

**Apply By Email**

**Job Description**

## Posting Details

### Position Information

Position Title: Dean, Business and Technology

Requisition Number: SCA00788

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### General Description

The Dean of Business and Technology, reporting to the Provost and Vice President for Academic and Student Success, provides dynamic, strategic leadership for the division's academic programs. This includes supporting department heads, faculty, and staff, and overseeing curricula in areas such as Accounting, Automotive Technology, Business, Culinary Arts, Fashion Merchandising/Marketing, Computer Science, Cybersecurity, Network Technology Administration, and Web Development. The Dean is responsible for maintaining and enhancing high-quality academic programs, managing daily divisional operations, including budget preparation and oversight, and actively contributing to the College's strategic planning and decision-making processes. Additionally, the Dean participates in assessment management and collaborates with both academic and administrative areas of the College.

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### College Intro

*Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.*

*Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.*

### Specific Responsibilities

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- Provide strategic direction for academic and student success initiatives within the division, aligning efforts with the College's mission, vision, and strategic goals. Compile and analyze data relevant to student needs, retention, attrition, student success, persistence and graduation rates, and provide intervention recommendations to senior leadership for improving student outcomes.
- Track student success and provide input to divisional programs' activities, services and curriculum in order to ensure relevancy and excellence in meeting student needs.
- Work with departments to lead the development, coordination and supervision of courses and degree offerings, promote instructional innovation, including advancing developmental education efforts, and enhance curricular offerings, including online learning, and program services to meet the diverse needs of students within the division.
- Ensure that courses, programs and degree offerings are in compliance with academic and accreditation standards and College requirements within the division.
- Promote and support faculty in the design and development of new courses/programs of instruction, deletion of courses/programs and major course/program revision and insure that all programs provide clear academic pathways.
- Partner with Workforce Development to identify and develop curricular programming that meets community needs, increases enrollment, and creates pathways from non-credit to credit programs. Provide administrative oversight and coordination of the continued development, quality of assessment, and analysis of student learning outcomes and research; ensure integration and alignment with strategic planning and the program review process.
- Assist department heads with implementing course and program evaluation and improvement plans based on planning, goal setting, and assessment.
- Work with the Provost/Vice President for Academic and Student Success in developing the College's enrollment management plans including evaluating course enrollment trends and supporting institutional enrollment management efforts.
- Oversee the hiring, development, and performance management of faculty and staff within the division, fostering a work culture of cooperation, mutual support, and commitment to excellence.
- Create an operational infrastructure for the Division that supports the external focus and efforts of the Dean.
- Serve as an advocate for the division's needs, represent the College in local, regional, state, and national organizations, and participate in college-wide initiatives, committees, and external communications. Lead divisional meetings and smaller cluster meetings.
- Provide leadership and oversee program accreditation and approvals.
- Oversee grant development, implementation and administration.
- Plan, recommend, and implement budgets for assigned areas and take necessary action to ensure that the departments operate in compliance with budget limitations and established fiscal

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policies.

- Serve as a member of the leadership team and contribute to the team's decision-making and organizational planning.
- Collaborate on College-wide publications and external communications promoting divisional activities.
- Provide strong customer service and/or student advocacy as demonstrated through a positive attitude of approachability, adaptability, strong problem solving, collaboration and desire to identify and support student success.
- Perform special projects and provide fact finding and troubleshooting activities in areas of special interest as assigned by the Provost/Vice President for Academic and Student Success.
- Deliver quality customer service to both internal and external constituents in a professional helpful and courteous manner.
- Other duties as assigned.

### Minimum Qualifications

- Earned master's degree in an academic discipline represented within the Division is required; doctoral degree preferred. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Seven (7) years of progressively responsible relevant experience in higher education or the business/technology field required.
- A minimum of five (5) years of experience in a management capacity, with demonstrated successful experience in personnel management and budget development required.
- Teaching experience required in one or more of the academic disciplines represented within the Division, preferably at a community college.
- Experience in academic assessment work at the course, program, and institutional levels required.
- Knowledge of nationally recognized reform efforts in the areas of instructional and curricular innovation practices, Guided Pathways, developmental education, as well as practices in retention and enrollment development, required.
- Knowledge of state and federal laws related to higher education preferred.
- Experience with regional and program-specific accreditation issues and processes preferred.
- Demonstrated knowledge, skills and abilities in working with faculty, staff, students and community groups of diverse backgrounds, as well as deep commitment to issues of diversity, equity and inclusion, required.
- Conversant in technological innovations and potential programs of the future.
- An innovative, solution-oriented thinker who understands complex systems and has strong

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- relationship-building skill sets that lead to high quality organizational practices and results.
- Ability to articulate complex higher education issues in a manner that can clearly be understood by a variety of audiences.
  - Skilled in strategic thinking, planning and execution, change management and system thinking with knowledge of strategy development and implementation, performance management systems of goals, targets and monitoring progress.
  - Outstanding interpersonal skills including engaging verbal and written communication and ability to influence a wide range of individuals from different backgrounds and at different levels.
  - Effective decision-making skills and ability to juggle multiple and competing demands and establish priorities in a highly dynamic environment, while providing continual attention to detail.
  - Demonstrated experience overseeing and implementing efforts to improve student learning outcomes for students of color and eliminating equity gaps.
  - Demonstrated dedication to academic excellence, innovation, and continuous improvement in program development and evaluation.
  - Strong commitment to issues of diversity, equity, and inclusion, with experience working with diverse faculty, staff, and student populations.

### Preferred Qualifications

- Prior experience in a unionized environment preferred.
- Demonstrated ability to establish and leverage relationships with business, education, government and other constituencies for the purpose of enhancing curricular/program offerings and/or increasing the enrollment and retention of students preferred.
- Demonstrated experience recruiting and retaining diverse faculty and staff preferred.

Work Location: Main Campus

### Benefits Summary

#### Benefits:

*“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

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**Full-time faculty and staff benefits include:**

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

**Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 7

Min Salary/Hourly Rate: \$ 99,460

Max Salary/Hourly Rate: \$ 164,110

Job Posting Open Date: 09/11/2024

Type of Position: Administrator

Employment Status: Full-Time

**Special Instructions to Applicants**

**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or*

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*ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about Community College of Philadelphia?
  - CareerBuilder.com
  - HigherEdJobs.com
  - LinkedIn
  - The Chronicle
  - Veterans Job Fair
  - Professional & Technology Diversity Career Fair
  - AL DIA - Diversity Career Fair
  - Community College of Philadelphia Website
  - Indeed.com
  - Other
2. \* If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. \* What is the highest level of education you have completed?
  - No Response
  - High School/GED
  - Associates Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate
  - Other
4. \* Do you have seven (7) years of progressively responsible relevant experience in higher education or the business/technology field?
  - Yes
  - No
5. \* Do you have five (5) years of experience in a management capacity, with successful experience

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in personnel management and budget development?

- Yes
- No

6. \* Do you have teaching experience in one or more of the academic disciplines represented within the Division, preferably at a community college?

- Yes
- No

7. \* Do you have experience in academic assessment work at the course, program, and institutional levels?

- Yes
- No

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

1. References

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### Contact Information





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

**Contact** Abby Ametrano [Aametrano@ccp.edu](mailto:Aametrano@ccp.edu)  
All Jobs  
Community College of Philadelphia

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