

Dean for Math, Science and Engineering
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251892>

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Posted Jan. 21, 2025, set to expire May 19, 2025

Job Title	Dean for Math, Science and Engineering
Department	Academic Affairs
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Jan. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Academic Unit Sciences - Math Sciences - Physics
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Job Description

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Dean for Math, Science and Engineering

Category: Professional

Department: Academic Affairs

Locations: Worcester, MA

Posted:

Closes:

Type:

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Position ID: 184463

General Statement

Reporting to the Vice President of Academic Affairs, the Dean of the School for Math, Science, & Engineering is responsible for the leadership, planning, and administration of curricular and personnel activities within the School. These responsibilities include curriculum and master schedule development; budget development and management; administration of grants; implementation of collective bargaining agreements; and other similar duties necessary to the effective functioning of the area. The School of Math, Science & Engineering encompasses a variety of disciplines and academic programs now and in the future. QCC is seeking a creative, collaborative, and strategic leader dedicated to student success and fostering equity-minded high impact teaching and learning.

Supervision Received

Reports to the Vice President for Academic Affairs.

Supervision Exercised

All professional and classified staff assigned to the school.

Duties and Responsibilities

- Act as educational leader and administrative officer to promote/support teaching & learning and to create/support a student-centered environment.
- Provide leadership, direction, and feedback to faculty as necessary to achieve high quality programs and learning outcomes.
- Cultivate an educational environment that is respectful and supportive of students, full time and adjunct faculty, and staff while setting high standards.
- Actively support the teaching and learning process; practice honesty and integrity in and out of the classroom; strive to create and support a student-centered environment while fostering academic innovation and excellence.
- Develop and maintain contact with appropriate professional, research, and community organizations to develop an academic culture that is entrepreneurial, responsive and innovative.
- Hire, orient, and evaluate full and part-time faculty and staff in the school.
- Coordinate with other academic deans in the development of semester/session course schedule.
- Guide, direct and support faculty through the assessment of learning outcomes included but not

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limited to course and program outcomes, academic program review, general education outcomes, and accreditation efforts.

- Lead School-wide efforts to enhance program enrollment and student retention and completion.
- Guide faculty to integrate high-impact teaching & learning practices and technology into the curriculum to ensure cutting-edge programs and program delivery models.
- Prepare academic information for a variety of publications and public relations.
- Provide leadership in developing collaborative initiatives within the workforce development and non-credit programs.
- Participate in development of grants and alternative funding streams to support enhanced programming.
- In partnership with program coordinators, facilitate proactive program advisory boards to ensure curriculum is relevant and responsive to business and industry standards.
- Administer collective bargaining agreements in a fair and consistent manner.
- Develop and administer program and discipline budgets in a fair and responsive way.
- Serve as member of the Academic Affairs Leadership Team and other college committees. May serve as the designated AA representative on standing college committees.
- Assists the Vice President for Academic Affairs as requested in carrying out college-wide assignments beyond the scope of the School that further the mission and vision of the College in alignment with the strategic plan
- Work actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respect all perspectives to advance a collegial atmosphere of campus collaboration.
- Embrace the ideals of diversity and inclusiveness and support the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious and other convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Implement/support/promote College policies and practices in-regard to equal opportunity and affirmative action.
- Provide flexible, responsive and high-quality service to students, community, or staff
- Perform other duties as assigned.

Job Requirements:

Minimum Qualifications

- Master's Degree, terminal degree preferred
- Teaching experience with preference for higher education teaching or adult professional training
- Academic administrative experience

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Preferred Qualifications

- Master's Degree, with preference given to a Masters in one of the disciplines of the department, terminal degree preferred.
- Demonstrated leadership in academic innovation and a successful record of impactful educational practices.
- Evidence of high degree of commitment to the mission of a community college and understanding of shared governance.
- Evidence of developing programs or initiatives that foster student enrollment and / or retention
- Evidence of success in working collaboratively and communicating effectively with various internal and external stakeholders of a College.
- Experience with resource development and grant management with state, federal or foundations grants.
- Experience working with program advisory committees on design, development, implementation, evaluation, maintenance, and revision of transfer and/or technical/occupational education programs.
- Evidence of advocating for and collaborating with faculty.
- Evidence of creative approaches to academic program improvement and problem solving.
- Experience with program development, review, and accreditation.
- Experience with outcomes assessment and curriculum revision.
- Experience with integrating appropriate technology into the curriculum.
- Experience with managing staff and faculty in a collective bargaining environment.
- Evidence of successful full time and adjunct faculty recruitment.
- Evidence of strong project management skills such as completing projects, tasks on time and adhering to deadlines.
- Experience managing budgets.
- Effective communication and interpersonal skills.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of

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1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=184463>

Contact Information

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

Contact

Academic Affairs
Quinsigamond Community College



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