

Academic Dean - Arts & Sciences/Humanities
Mott Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254228>

Downloaded On: Mar. 12, 2025 12:13pm

Posted Mar. 10, 2025, set to expire Jul. 5, 2025

Job Title	Academic Dean - Arts & Sciences/Humanities
Department	Academic Affairs
Institution	Mott Community College Lapeer, Michigan
Date Posted	Mar. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Humanities - Other Fine Arts - Other
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Job Description	

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Academic Dean - Arts & Sciences/Humanities

Posting Number: 33-2024

Department: Academic Affairs - Dept

Employee Group: Supervisory & Managerial

Status: Full-time

Starting Salary Range: High 80k to Low 100k

Compensation Details: Excellent benefits package. [Click here](#) to view our benefits summary.

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Position Summary

Who We Are: Mott Community College is student-centered and mission-driven to ensure that all our students thrive and reach their fullest potential. As an institution, we are action-oriented and intentional in dismantling every systemic barrier that prevents the excellence of students from underrepresented communities.

As Mott Community College deepens its commitment to equity, it is of the highest priority that we focus our hiring process to seek individuals with the expertise to lead our institution in serving students from underrepresented communities. This is an opportunity for the college community to continue to act upon our values but more importantly for the empowering of our students' self-efficacy, for cultivating a sense of belonging, and for the diversity of our entire student body being reflected in a position of power in the classroom.

Purpose, Scope & Dimension of Job:

The Dean is a front-line learning leader of the college, a member of the Academic Affairs executive staff, and a member of the college management team. The Dean of Arts and Sciences is responsible for promoting academic, administrative and fiscal leadership in accordance with Mott Community College's Strategic Plan and for exercising holistic judgment when executing the duties of this position.

Supervisory Responsibility:

The Dean of Arts and Sciences is one of two deans assigned to supervise academic transfer and certain related Career and Technical Education programs in a large multi-disciplinary division. This involves faculty and staff representing disciplines in the humanities, fine arts, natural sciences, social sciences, and mathematics.

Minimum Requirements

Minimum Required Knowledge, Skills, and Abilities:

1. Master's degree or higher in higher education administration, curriculum and instruction, an academic transfer discipline, or related degree.
 2. A minimum of three (3) years of teaching experience at the college level
 3. A minimum of two (2) years of demonstrated increasing responsibility in academic leadership experiences, can be concurrent with #2.
 4. An understanding of and vision for academic transfer programs.
 5. Knowledge of developmental education and best practices related to student retention and success.
 6. Experience working in a unionized environment.
 7. Budget experience that encompasses the management of resources and the reconciliation of competing needs in excess of available resources.
 8. Demonstrated project planning and management, time management, and priority setting skills.
- Ability to appropriately use and demonstrate proficiency with standard office productivity software and

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Additional Preferred Qualifications:

1. A doctorate in higher education administration, curriculum and instruction, an academic transfer discipline, or related degree.
2. Teaching and or administrative experience in a community college environment
3. Experience negotiating or executing collective bargaining agreement language in a unionized environment
4. Budget experience encompassing grant development and management experience.

Physical Requirements/Working Conditions

1. Able to remain in a stationary position for several hours, approximately 20% of the time.
2. Frequently operates a personal computer.
3. Move or traverse about campus.
4. Constant communication with others.
5. Occasionally moves boxes, files, and materials up to 30 pounds.
6. Must be able to remain in a stationary position frequently (approximately (20-30%) of the time.

Work Schedule

Full-time, Exempt position. This position must be able to work a flexible schedule, including evenings and weekends, to meet the requirements of the job. Must be able to travel locally, regionally, and nationally.

Mott Community College recognizes that remote work can benefit the student, employee and College and will permit employee duties to be performed remotely when it is appropriate, reasonable and feasible based on the College's mission and priorities. MCC employees follow a well-defined remote work program. The opportunity for remote work is reviewed on a case by case basis and dependent on many factors including the nature of the job duties and person's suitability for remote work. All hybrid work opportunities are approved by the immediate supervisor and Executive member.

Additional Information

First consideration given to internal candidates.

Degree must be conferred by either offer date or close of posting

Visa sponsorship is not available

Selected candidates must submit to a drug test and criminal background check.

The College reserves the right to cancel the search at any time.

Application Deadline



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Internal Deadline is Wednesday, January 15th.

Additional Application Deadline Information

The College reserves the right to close the recruitment process once a sufficient applicant pool has been identified.

Equal Opportunity Statement

As an affirmative action/equal opportunity institution, the College encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. The College does not discriminate in educational or employment opportunities or practices on the basis of race, sex, color, religion, gender, national origin, veteran's status, age, disability unrelated to an individual's ability to perform adequately, sexual orientation, or any other characteristic protected by law. Title IX Coordinator Contact Information: 1401 E. Court St., Prah College Center (PCC- 2030G), Flint, MI 48503, (810) 762-0024. Title II, ADA, Coordinator Contact Information: 1401 E. Court St., Curtice-Mott Complex (CM-1024), Flint, MI 48503, (810) 762-0373. Section 504 Coordinator Contact Information: 1401 E. Court St., Prah College Center (PCC- 1130), Flint, MI 48503, (810) 762-0191.

For full job description and to apply, visit <https://mcc.peopleadmin.com/postings/2742>

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Contact Information

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

Contact

Academic Affairs - Dept
Mott Community College



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