

Assistant Dean, Liberal Arts
North Central State College

Direct Link: <https://www.AcademicKeys.com/r?job=256581>

Downloaded On: May. 6, 2025 6:20pm

Posted May 6, 2025, set to expire Jun. 9, 2025

Job Title Assistant Dean, Liberal Arts
Department Dean
Institution North Central State College
Mansfield, Ohio

Date Posted May 6, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Administration - Undergraduate Education
Administration - Academic Unit

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Job Description

Assistant Dean, Liberal Arts

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The Assistant Dean reports to the division Dean and plans, coordinates, and evaluates instructional activities of academic departments to ensure quality of instruction and curriculum; supervises the faculty and assists in addressing student questions and resolving problems; and monitors the financial and physical resources allocated to academic departments. Academic departments include: Communication, Criminal Justice, Education, English, First Year Experience, History, Human Services, Humanities, Mathematics, Psychology, and Sociology.

Essential Duties (not all inclusive):

- Collaborate with the Dean to direct and organize division-wide educational planning and program

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development in accordance with the mission, goals, and objectives of the College and division while

supporting state and national initiatives

- Collaborate with the Dean to facilitate the establishment and evaluation of goals and objectives for the division and its programs.
- Provide day-to-day operational support to the division
- Promote faculty discussion that supports the continuous cycle of academic assessment to improve student outcomes; creating a course schedule based on student needs; developing and executing activities to improve retention
- Assist faculty and others, where appropriate, in the development of Student Learning Outcomes (SLOs) and the determination of their effectiveness in helping students achieve their desired learning outcomes. Additionally, provide leadership for the development of SLOs within program areas of responsibility
- Approve class schedules, assign classes to faculty, in consultation with faculty and program directors/coordinators, and direct the entry of schedule information and assignments by administrative assistants
- Oversee recruitment, supervision, and evaluation of part-time faculty, including high school College Credit Plus instructors/instruction, in coordination with program directors and coordinators
- Oversee annual program assessment and all program review activities
- Assist faculty with specialized accreditation maintenance
- Evaluate transcripts, prerequisite waivers, course substitutions, and graduation audits
- Review curriculum proposals and assist Dean in maintaining curriculum worksheets
- Support academic advising and assist students with academic and program questions
- Recruit, supervise, and evaluate full-time faculty in assigned departments; make recommendations for hiring and termination as necessary
- Assist with student recruitment and retention
- Address concerns and complaints from students and faculty (including grade appeals)
- Collaborate with the Dean to plan, develop, and maintain annual budgets for areas of responsibility
- Monitor financial resources allocated to programs and faculty within the division
- Ensure all faculty receive sufficient orientation and training
- Approve or deny requests for time off and work with faculty to cover courses
- Assist with and assess faculty professional development plans
- Direct and provide feedback on program reviews prepared by faculty
- Provide technical information and assistance to others regarding instructional services, budgets, facilities, planning, activities, needs, and issues

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- Conduct joint meetings for full-time and adjunct faculty in assigned departments as needed but at least once a term
- Coordinate academic department meetings at least once a month
- Assist Dean in developing promotional materials and administrative materials such as curriculum guides, college catalog entries, and capital plans related to the program
- Ensure faculty review promotional materials and administrative materials such as curriculum guides, College catalog entries, and capital plans annually
- Coordinate articulation arrangements with area career centers insuring agreements are up-to-date
- Coordinate advisory committees as appropriate and represent area of responsibility in community and professional activities as warranted
- Serve on College committees as necessary
- Represent the College at community events
- Other duties as assigned

Qualifications:

Education: Graduate degree in one of the content areas of responsibility (or closely related); or Graduate degree plus relevant experience in one of the content areas

Experience: Prefer three (3) years administrative experience in higher education and three (3) years teaching experience at post-secondary level. Working knowledge of program areas preferred

North Central State College is a great place to work. We offer: *Competitive pay*

Medical/Dental/Vision Insurance with low deductibles and low co-insurance Employer contribution towards retirement: 14% for STRS participants; 11.09% for Alternative Retirement Plan participants

College paid life insurance

College paid long-term disability insurance

160 hours of vacation

120 hours of sick time/year

16 hours of personal time/year

12 holidays and 2 additional College paid days/year

Free tuition at the College for employee, spouse, and dependents Tuition reimbursement outside the College for employees

And more

Review of Resumes to begin 3/24/25

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and until filled
(Posted 3/10/25)

Please express your interest in this position by submitting a letter of application and resume:

<https://ncstatecollege.edu/jobs/>

or send to:

North Central State College

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Contact Information

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

Contact

Dean

North Central State College

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