

Dean of Business and Technologies (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260506>

Downloaded On: Aug. 5, 2025 1:43pm

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

Job Title Dean of Business and Technologies (Reg FT)
Department NA
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Aug. 1, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Dean

Academic Field(s) Administration - Other
Administration - Executive

Apply Online Here <https://apptrkr.com/6416270>

Apply By Email

Job Description

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Dean of Business and Technologies (Reg FT)

Position Title: Dean of Business and Technologies (Reg FT)

Department: Academic Affairs

Campus: Allegheny Campus

Additional Information: This position will remain open until filled. However, in order to ensure

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consideration for an interview, please submit your completed application, cover letter and resume by no later than August 8, 2025. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option: Fully In-Person (May be subject to change)

Salary Grade: Admin 20 - \$101,361

Job Category: Administrators

Employment Type: Regular Full-Time

Job Slot:

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Job Open Date: 7/24/2025

Job Close Date: Open until filled

General Summary:The Dean of Business and Technologies provides academic leadership and administrative support to division faculty in the design, implementation, and continuous improvement of disciplinary programs and services. This position is responsible for strategic and operational oversight of the programs and disciplines, including the direct supervision and evaluation of full-time faculty, staff, and administrators working in the academic division, while ensuring adherence to institutional goals, accreditation standards, and state and federal laws. Working in support of the mission and goals of the college, the dean is responsible to the provost for academic, personnel, and curriculum concerns in the division.

Requirements:

MINIMUM REQUIREMENTS:

Education:

A master's degree in business, information technology, culinary, trades, industrial technology, transportation, or related discipline is required (doctorate degree strongly preferred).

Experience:

A minimum of five years of experience in academic leadership positions such as director, department chair, dean, or assistant/associate dean, in addition to 5 years of teaching.

Required Licensure, certification, registration or other requirements :

None

COMPETENCIES:

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- The ideal candidate will have experience in education administration, project management, teaching, curriculum development, faculty supervision, and specialized accreditation.
- Prior community college, academic scheduling, assessment, program review, and strategic planning experience are preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Academic and shared governance processes, budgeting, payroll, staffing, and resource planning, state and federal regulations and requirements for higher education, courses, degree, and registration requirements, academic freedom, collective bargaining, administrative and funding processes in higher education, student affairs, industry trends, and workforce programming.

Skills and Abilities to:

- Candidates should also possess excellent interpersonal, communication, and mediation skills and the ability to work effectively with different constituencies to foster a cooperative, student-centered environment.
- Work in a unionized environment, works with employees under collective bargaining agreements, and represents the academic division and the college at internal and external events.

Duties:

1. Directs, implements, and monitors the development, implementation, maintenance, delivery, and integrity of curriculum.
2. Directs and supports college-wide discipline assessment and accreditation efforts, including the development of program reviews.
3. Proposes new academic programs in response to identified community needs and leads the development of curriculum in collaboration with disciplinary faculty.
4. Supervises full-time faculty, department heads, associate deans, and support staff; conducts classroom observations and portfolio reviews.



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5. Fosters a student-centered educational environment responsive to diverse learner needs; promotes instructional innovation and supports professional development.
6. Reviews and coordinates the sequencing of programs and scheduling of courses for assigned disciplines across the college; monitors student enrollment and adjusts credit schedule accordingly. Directs classroom scheduling and faculty assignments in collaboration with department heads and associate deans.
7. Facilitates the preparation of short-and long-term division/department/discipline plans and collaborates with other academic deans, faculty, staff, and administrators in support of the college's mission and strategic goals.
8. Establishes and maintains collaborative working relationships with businesses and industry partners, community organizations, and educational institutions; proactively promotes innovative partnerships to meet workforce and transfer needs.
9. Oversees the self-study and /reaffirmation process for all accredited academic programs within the division.
10. Participates in budget development and approves departmental budget items for associated disciplines.
11. Travels to various campuses and additional locations to ensure and oversee academic operations and functions.
12. Responds to and resolves academic faculty and /student problems and concerns.
13. Performs other duties as required or as assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available [here](#).

To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1780>



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Contact Information

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

Contact

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