

Job Classification: Professional, Full-Time

Compensation: Level 13 (*Pay Range: \$55,000 - \$62,567*)

Reporting Relationship: Vice President Student Success

PRIMARY ACCOUNTABILITIES:

This position reports to the Vice President for Student Success/CAO/CSAO (VPSS). The Dean coordinates with the VPSS to provide leadership and innovation in academics; teaching and learning in student academic support services, which includes overseeing the adult education connection of the College; directing the Title III grant (and for that responsibility the Dean has direct access to the President to report on the grant project); managing the Teaching and Learning Center (TLC); and in assisting faculty and staff with continued efforts to reinforce student success and assessment, staff performance, and with other related duties and service on committees and projects of the College.

During the operation of the Title III grant, this position is estimated to the following proportion of duties as Dean:

- August 2018-September 2021: Title III-50%, College 50%

GENERAL STATEMENT OF FUNCTION:

Under the direction of the VPSS, oversee operations and objectives related to TLC, ALC, general education, career and technical education, and in coordination with the President, drive the completion of the Title III grant objectives.

PRINCIPLE RESPONSIBILITIES:

Supervisory responsibilities:

- Classified, professional, and instructional staff associated with Teaching and Learning Center, Adult Learning Center, and assigned faculty
- Other designated MATC classified, professional, and instructional staff and faculty in the absence of the VP of Student Success as assigned.

Performance responsibilities:

- Provide overall project leadership and supervision to ensure accomplishment of Title III objectives including:
 - Manage budget, maintain budget control; approve all expenditures; ensure appropriate use of federal funds, to include advising in the inventory and distribution of all Title III equipment
 - Oversee hiring and evaluation of Title III staff
 - Manage the hiring of contractors/consultants in relation to grant objectives, and ensure that all external contract arrangements are operating and executed according to schedule and policy, and to work with college personnel to conduct necessary bidding where appropriate or required.
 - Facilitate and oversee implementation of formative and summative evaluation processes

- Oversee preparation of project fiscal and technical reports for the U.S. Department of Education and the College
- Remain current on Title III and U.S. Department of Education policies and grant terms/conditions and to assure that the program operates in compliance throughout the period of federal support.
- Maintain records of all aspects of the activity
- Communicate Title III objectives to college constituencies; maintain effective communication to ensure alignment between project operation and MATC goals
- Manage and supervise all aspects of the Teaching and Learning Center to include, but not limited to, optimal services within available resources are provided, documentation of TLC services and results are maintained, and student success interventions are continually developed
- Provide leadership and supervision to ensure optimal operation within available resources of the adult learning program, with an emphasis on client service to successfully prepare for GED, ESL, and AOK related opportunities, as well as other services relevant to the purpose and mission of the adult learning program
- Assist the VPSS, in coordination with IT, with the continued progression of enhancing access to programs of study with online/hybrid and other modalities of instruction, with appropriate support to faculty
- In coordination with the Data Team, lead the institution's use of the learning management system related to data analysis and action, coordinating with student services to optimize efforts to provide best practices in student intervention designed to strengthen student performance, retention, and completion
- Oversee all aspects of general education including oversight of faculty, and coordinate with VPSS to improve program availability, increase workforce training opportunities, and advance overall access to career and technical programs that meet industry and workforce needs
- Provide leadership, in coordination with the VPSS, serving on and working with the Assessment Committee, as well as college faculty with processes and actions related to assessment of student learning and resources in accordance with the Higher Learning Commission
- In coordination with the VPSS, maintain responsibility for successful oversight and completion of college grants, including but not limited to Carl D. Perkins grant, as well as coordinate with appropriate college personnel to identify and pursue grant related opportunities, with an emphasis on those opportunities supporting teaching and learning, professional development, continuing education, and program expansion
- Complete other duties as assigned by VPSS

PRIMARY SKILLS/QUALIFICATIONS:

- Master's in higher education or related field
- Four years related work experience at the postsecondary level
- Grant management experience required
- Minimum two years' budget management experience
- Minimum two years' personnel management experience

- Evaluation experience
- Excellent leadership, interpersonal skills, as well as excellent oral and written communication skills
- Commitment and ability to uphold the educational goals of the college
- Ability to work collaboratively with the college's administrators, external constituencies, faculty, staff, and students
- Experience in managing projects with specified goals, objectives and timelines
- Curiosity about and commitment to learning cutting edge technologies for support of online education
- Self-motivated and able to work effectively independently and as part of a team while maintaining an even temperament and sense of humor
- Highly organized and accurate with great attention to detail
- Ability to multi-task and manage multiple projects and adhere to deadlines
- Ability to maintain confidentiality
- Ability to work evenings and weekends may be required

PREFERRED QUALIFICATIONS:

- Federal Grant Management Experience
- Four years related work experience at a two-year post-secondary institution
- Familiarity with online instructional practices

PHYSICAL DEMANDS:

- Ability to sit for extended periods.
- Ability to read computer screens and mail, email, talk on the phone.
- Ability to work occasional evenings.
- Ability to speak, observe, hear, and maintain hand/eye coordination
- Ability to lift up to 25 pounds

WORK ENVIRONMENT:

- Professional and deadline-oriented environment in an educational setting.
- Interact effectively and professionally with students, staff, faculty, and guests.
- Display a student-centered approach.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of classified staff with a 90- day probationary period.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. **This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.**

2. **Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.**
3. **All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.**
4. **Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.**
5. **All ‘offers of employment’ are subject to criminal background check prior to employment.**