



Job Details

Title: Assistant Dean, Mathematics

Posted Date: 12/14/2018

Closing Date: 01/30/2019

Job Category: Staff

Department: Liberal Arts - HLART

Position Status: 12 Month Regular

Salary Range: \$97,774-\$122,218

Position Summary:

Anne Arundel Community College (AACC) is seeking to hire a visionary leader whose values place teaching, learning, and students at the core of all decision-making, and who will situate the School of Liberal Arts as a foundational element of how AACC will continue to transform as a student-ready, equity-committed, comprehensive community college. We seek an Assistant Dean who will lead the department of Mathematics in ensuring the highest level academic excellence while responding to the 21st century student and academic environment directly, with grace, and an innovative, data-informed mindset. AACC is seeking an individual with a strong belief that a community college serves a high purpose and the greater good, and a commitment to continuous improvement. This leader will be strong on management, but also emotional intelligence, to include thoughtful approaches to leadership of faculty, staff, and administration. The position requires team-orientation, creativity problem-solving, and high principles.

As a member of the School of Liberal Arts leadership, this positions advances the departments it represents and their strategic agenda. Responsibilities include focus on equity, academic excellence, and continuous improvement in the areas of enrollment, retention, and completion, learning outcomes assessment, faculty development, pathways to workforce and transfer institutions, compliance, budget, and evaluation of faculty.

The Assistant Dean will work with the Dean to bring AACC's vision and strategic plan to reality.

The Assistant Dean, Mathematics, is primarily responsible for the oversight, leadership and operations of these departments in the School of Liberal Arts. The Assistant Dean will research, develop and maintain strategic partnerships, lead innovative efforts in the development and delivery of high quality curriculum, manage and supervise faculty and staff, ensure that appropriate and equity based enrollment, retention, and completion benchmarks are set and met, and oversee department budgets. The Assistant Dean establishes a culture of continuous improvement through course/program learning outcomes assessment, curriculum development and revision, and through outreach to ensure that academic pathways to and from each program

in their areas is seamless to and transparent for students. This position reports to the Dean of Liberal Arts.

Job Duties and Responsibilities:

ENROLLMENT MANAGEMENT: Analyzes various data sets to develop and implement strategic programming and scheduling with the end goal of maximizing increasing student success and access to education, while efficiently utilizing college resources. Works with the appropriate personnel within the School of Liberal Arts and the College to develop and implement targeted marketing strategies for areas of responsibility. Assures instruction is regularly assessed to ensure that programs and courses meet student success, equity, and enrollment goals. Ensure that scheduling operations in general lead to retention completion.

INTERNAL AND EXTERNAL COLLABORATION: Collaborates with a variety of college personnel to implement the divisions and school's shared vision and strategic values. Serves on college-wide committees to further the completion goals of the institution. Liaises with related professional and community organizations on behalf of AACC to build and maintain strategic partnerships and ensure program currency and pathways to relevant institutions

PATHWAYS: Supports the Dean to ensure that pathways from Anne Arundel County Public School to AACC are aligned, and to 4-year colleges, or job market are transparent. Aligns year-long schedule to meet completion of established pathways. Makes connections with external with audiences to ensure that programs align with public schools, transfer institutions, and job opportunities. Ensures that connections with advising support students' academic and career goals.

COMPLIANCE: Facilitates the processes of programs complying with accrediting organizations, regulatory agencies, college policies, relevant state regulations, apprenticeship requirements and any specific industry licensure or certification requirements.

SUPERVISION: Determines roles and responsibilities of departmental personnel and oversees recruitment, hiring, supervision and evaluation of faculty and staff. Manage promotion and tenure processes and professional development planning. Ensures that departments have plans for full-time and adjunct faculty to continuously improve pedagogy and ensure equitable outcomes in student learning, enrollment, retention, and completion.

CURRICULUM AND ASSESSMENT: Supports faculty in creation of new curriculum and developing and monitoring course and program outcomes. Establish a comprehensive schedule of program and course level assessments. Leads faculty in discussions of assessment, continuous improvement and equity in student learning. Support faculty in implementing changes in courses and programs based on documented assessment. Ensure compliance with internal and external curriculum and assessment needs.

BUDGET AND FISCAL MANAGEMENT: Oversees the preparation and ongoing analysis of multiple types of departmental budgets and accounts (e.g., operating, enterprise, grants, lab fees,

etc.) and enrollment projections to achieve departmental and school goals. Oversees the departmental dashboard as well as data collection and reporting.

PROJECT MANAGEMENT: Oversees strategic initiatives and other projects that may arise from the Dean's office or VP of Learning.

STUDENT COMPLAINTS: Manage student complaints within their areas of responsibility and according to program and college policies

Required Qualifications:

Master's degree in mathematics or related field.

Evidence of 5 or more years of recent full-time teaching experience with excellence including 3 or more years in teaching mathematics at a community college .

Experience with curriculum development, learning outcomes assessment; promotion and tenure processes, college governance, and developmental mathematics initiatives.

Evidence of leadership in a higher education setting.

Demonstrated commitment to equity, diversity, and inclusion in all areas of higher education.

Demonstrated commitment to collaborative management, team-building, and consensus building.

History of active participation in professional development activities.

Excellent oral, written, and interpersonal communication skills, including public speaking and delivering presentations. Demonstrated commitment to the philosophy and mission of a comprehensive community college.

Preferred Qualifications:

Ph.D. or Ed.D. in mathematics, mathematics education, or a related field.

Evidence of teaching excellence with adult learners in multiple formats (i.e. online, hybrid, and face-to-face). Active participation in a mathematics/mathematics education national organization.

Demonstrated knowledge of a comprehensive community college including academic policies and procedures.

Two or more years of experience leading an academic department at a community college including supervising and evaluating faculty and/or staff, including negotiating student and/or personnel conflict.

Experience with schedule development and enrollment management, pathways and articulation agreements, accreditation, strategic planning, program evaluation, and budget preparation management.

Experience advising students on course progression and pathways.

Required Documents: Cover Letter, Resume/Curriculum Vitae, Teaching Philosophy

Anne Arundel Community College is an Equal Opportunity Employer.

As a condition of employment and in connection with your employment application process, Anne Arundel Community College shall conduct a background check on all candidates selected for employment. The information contained in such background reports shall be used for job relevant employment purposes. All offers of employment are contingent upon the favorable results of a background check screening.

While we appreciate your interest in employment with Anne Arundel Community College, we regret that we are unable to sponsor employment Visas for job applicants at this time.

College Statement on Diversity

Anne Arundel Community College (AACC) has responded to the needs of a diverse community for more than 50 years by offering high quality, affordable and accessible learning opportunities. Established in 1961, AACC is a fully-accredited, public two-year institution that offers national and regional studies that can lead to a degree or certificate, industry credential, transfer to a four-year institution, or career enhancement, personal enrichment and lifelong learning. AACC is committed to supporting and sustaining a diverse and inclusive educational environment with learning as our central mission. Diversity is not merely a goal but a value that is embedded throughout the institution in multiple areas including (but not limited to): learning, teaching, student development, institutional functioning, and engagement in partnerships with the local and global community.

- AACC is an equal opportunity employer who values the power of diversity and the strength it brings to the workplace.

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