



**JOB CODE:SA/DSAS01**

## **Job Description**

Job Title: Dean of the School of Arts and Sciences  
FLSA Status: Exempt  
Grade: 39  
Department: Student Affairs  
Reports to: Vice President of Academic and Student Affairs

## **Job Summary**

The Dean of the School of Arts and Sciences reports to and works with the Vice President of Academic and Student Affairs, and in coordination with the Dean of Career and Technical Education and the Dean of Health Sciences. The Dean will have responsibility for the strategic, programmatic, financial, fundraising, accreditation, and management operations that support the mission and vision of the School of Arts and Sciences and its role within Gillette Community College District. The Dean will plan and develop the instructional objectives for the division. They will also lead faculty in the development, implementation, and evaluation of new and existing curricula.

## **Essential Duties and Responsibilities**

- Define, communicate, and execute a strategic vision for the future by articulating the distinctive needs and opportunities of the School;
- Support and continue a collaborative, innovative, entrepreneurial spirit and a balance of teaching, research, and service within the school.
- Drive and implement change management within and across academic programs.
- Attract external funding from federal agencies, corporations, foundations, and interested donors to support the College's mission and develop relevant industry and professional partnerships;
- Through inspired leadership, assure the continued prominence of the faculty by prioritizing the recruitment, continued development, and retention of faculty which will inspire excellence in teaching and learning best practices;
- Maintenance, oversight, and accountability for School's budget.
- Functioning as the first-line administrator with faculty and staff in planning, developing, implementing, and evaluating curricular activities and services of the school
- Providing leadership and vision in the expansion and development of academic programs to ensure continual growth of the unit.
- Monitoring and overseeing the development of articulation agreements between divisional programs and appropriate four-year institutions.
- Analyzing the effectiveness of course scheduling, teaching, and learning to support student success in divisional courses and programs, and recommending changes, as needed.
- Evaluating the performance of full-time faculty in preparation for reappointment, and tenure as well as engaging in classroom observations.
- Hiring, supervising, and evaluating adjunct faculty;
- Collaborate with other administrators in development of an efficient class schedule that meets student needs.

- Assist with course content and curriculum in keeping catalog information current, complete, and accurate.
- Assist with planning and coordination of faculty events.
- Hold meetings with assigned faculty on a regularly scheduled basis.
- Collaborate on faculty and staff development initiatives.
- Performing additional tasks or duties as assigned by the Vice President of Academic and Student Affairs
- Other duties as assigned.

### **Knowledge, Skills, and Abilities Required by the Position**

- Must have strong interpersonal skills, including written and verbal communication skills, and excellent public relations skills including the ability to collaborate with many diverse constituencies.
- Must be able to build relationships across campus with faculty, staff, and students and foster positive collaborative community partnerships.
- Established ability to work with and advocate for traditionally underserved students and to support faculty and staff in meeting these needs with a commitment to diversity, equity, and inclusion.
- Demonstrated record of ability to communicate effectively both orally and in writing
- Demonstrated success in leading collaborations between student affairs and academic affairs.
- Working knowledge of automated systems and the ability to effectively utilize information technology to develop reports.
- Strategic thinking and analytical problem-solving abilities.
- Comprehensive experience managing all aspects of student life that support enrollment and retention.
- Ability to develop a highly collaborative working environment to achieve individual, divisional, and College-wide goals.
- Experience developing and implementing College-wide and divisional strategic plans.
- Strong sense of personal and professional integrity as well as a tolerance for differing points of view.
- Demonstrated knowledge of enrollment processes and trends in order to support the creation and implementation of proven strategies to attract and enroll students in degree programs and credit-bearing non-degree courses.
- The ability to take strategic and intelligent risks, identify innovative opportunities, and participate in a decision-making process that is data-informed, collaborative, and contextualized by the human factors involved.
- A transparent and relational leadership style that fosters collegiality and collaboration in the decision-making process and that originates from empathy, compassion, and care.
- A strong communicator, demonstrating active listening skills and the ability to inspire others.
- Competence in leadership, planning, assessment, and budgeting.
- A commitment to quality student-centered service and student success.
- Experience working with a diverse faculty, staff, and student body and an ability to promote a campus climate that supports GCCD's values and encourages equity and inclusion.
- Experience managing and supervising multiple departments/units within the Arts & Sciences
- A demonstrated record of effective leadership in increasingly responsible positions in higher education, including supervision and coordination with other professionals.
- Experience with modern Student Information Systems such as Banners or Colleague
- Provide dedicated commitment to establishing and growing high-quality educational, research, and service programs.
- Ability to define, articulate, and execute a strategic vision for the future of the college to both internal and external constituencies.
- Ability to support and cultivate a distinguished, accomplished, and diverse faculty.

- Outstanding communication skills with strong interpersonal skills. Demonstrated ability to lead with integrity, transparency, and accountability.
- Ability to lead effective development and fundraising activities.
- Demonstrated commitments to the continuous improvement of student success, teaching excellence, and academic programming relevant to a community college setting.

### **Working Conditions/Physical Requirements**

- Prolonged periods of sitting at a desk
- Must be able to lift up to 20 pounds
- Work schedule requiring some evenings and weekends

### **Supervisory and Management Responsibility**

- Administrative, Faculty and Classified Staff

### **Minimum Qualifications**

- Possess a record of recognized achievement in teaching and service.
- Experience as a Department Chairperson, Program Director, Associate Dean or Dean minimum of three years
- Experience in the planning and development of training programs, personnel administration, or human development
- Proven ability to motivate change.
- Must meet all college and HLC qualifications for teaching within a discipline represented or closely related in the academic school in which the candidate will serve as Dean OR equivalent education and experience.
- Master's degree from a regionally accredited institution in a discipline represented or closely related within the school OR in Higher Education administration/leadership OR equivalent education and experience.
- Successful record of college teaching; community college teaching a plus.
- Support for pedagogical and programmatic innovations in higher education
- Experience with online and E-Learning courses and programs including delivery in synchronous, asynchronous, hybrid, hy-flex
- Commitment to participatory governance
- Commitment to GCCD's Mission and Vision and ability to promote them within academic affairs.
- Knowledge of and experience with assessment strategies for program improvement
- All candidates must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practice within the classroom.
- Terminal degree within a discipline represented within the school is preferred.
- Evidence of the capacity to lead with innovative vision that enhances the mission of the College
- A demonstrable commitment to diversity and inclusivity

**Complete applications will contain a cover letter, resume, GCCD application, copies of graduate and undergraduate transcripts (official transcripts need to be supplied at the time of the interview), and contact information for three (3) professional references. Candidates are required to submit a leadership philosophy statement as well as their philosophy of diversity, equity, and inclusion.**

**HOW TO APPLY: SUBMIT THE REQUIRED DOCUMENTS TO  
DSANDERS@GILLETTECOLLEGE.ORG**

### **Equal Opportunity and Affirmative Action Employer**

*Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Janell Oberlander, President, 300 W Sinclair Drive, Gillette, WY 82718, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.*

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