

Nubian American Advanced College Vacancy Announcement

Position Title: **Academic Dean**
Division: Academic and Student Affairs
Closing Date: Open until filled
Salary & Benefits: Commensurate with education, experience, and ability
Reports To: Vice President for Academic and Student Affairs
Apply to: Send a CV, cover letter and information for 3 references to hr@nubianaacollege.org

Position Requirements:

The Academic Dean shall possess a doctorate in any of the disciplines at the College. The Academic Dean will provide leadership and guidance to academic departments, programs, and other academic initiatives within the College. The Dean oversees the management of academic standards, curricula, staffing and student learning. The incumbent shall be responsible for establishing the institution's academic vision, and work with the academic VP to develop policies and procedures and provide strategic direction to ensure that academic goals are met. The Dean is responsible for monitoring the progress of teaching and learning activities, and providing feedback to the vice president and president.

Position Responsibilities:

- Provide leadership to academic departments, convene, and preside over regular department meetings, and set academic agenda for various programs.
- Accountable for the operational management of programs and courses, including supervisory, teaching and learning.
- Provide administrative oversight for the heads of academic departments, supervise department chairs, and faculty and academic staff where there are no chairs.
- Manage curricula review and development, and support departmental curricular needs.
- Foster positive student-centered educational responsiveness to diverse learners.
- Work with all constituents from all departments, and establish faculty workload assignments consistent with academic calendar and course offerings.
- Collaborate with the office of the vice president for academic and student affairs to assure that course offerings, delivery, and schedule meet the needs of students and academic pathways.
- Collaborate with all constituents to assure academic success, retention, and completion plans.
- Join recruitment team when invited, to help market academic programs to secondary schools.

Knowledge, Skills & Abilities:

The incumbent must have excellent verbal and written communication, leadership, and managerial skills; the ability to formulate and articulate policies, procedures, and expectations:

- A Doctoral degree from an accredited institution, a minimum of a Master's degree from an accredited institution in one of the disciplines within the departments.
- Incumbents must possess proven ability to effectively work with a culturally and ethnically diverse faculty, staff, and students. He or she must have demonstrated advanced knowledge and ability to lead.
- Demonstrated increasing levels of administrative leadership and experience in higher education.
- Evidence of knowledge and skills in the development and implementation of discipline curricula, classroom and/or laboratory teaching effectiveness