



Title: Dean of Arts, Humanities & Social Sciences Date Printed: 11/19/2017

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Work Location: St. Charles, Missouri,

### **Description**

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St. Charles Community College seeks a full-time **Dean of Arts, Humanities & Social Sciences** who will provide responsible leadership for the Arts, Humanities, and Social Sciences Division, including the delivery of all programs and courses, supervision of all division faculty and staff, manage budget, implement and enforce College policies and procedures.

### **Other Duties:**

- Maintains and supports high level of academic quality for student learning and provides leadership that contributes to increased student retention and success.
- Provides leadership to the development of class schedules with a focus on productivity and meeting the needs of students. Oversee the growth of online education and dual credit for the division.
- Develops and maintains departmental budgets.
- Identifies strategies for developing new programs and evaluating existing programs.
- Administers proper academic program development, promotion, recruitment and review.
- Stays current on classroom teaching practices/techniques within department and collaborates with faculty to identify new innovative approaches to instruction.
- Communicates information to faculty and staff in a timely and professional manner.
- Promotes and advocates for the division's departments internally and externally.
- Provides leadership that builds collaboration, trust and respect within and between departments.
- Provides leadership and administrative direction to full-time and part-time faculty, department chairs, program coordinators and various support staff. Routine interpretation and enforcement of board/college policies. Supervision of classroom activities. Coordination and supervision of all Arts, Humanities, and Social Science activities.

### **Knowledge and Abilities:**

- Experience hiring, developing and supervising employees.
- Knowledge of budget development and administration.
- Familiarity with scheduling and technology needed to monitor and support enrollment.
- Knowledge of the community college mission and an awareness and understanding of the needs of underrepresented students.
- Excellent oral and written communication skills.
- Excellent problem solving skills and the ability to effectively resolve conflicts when needed.
- Awareness of best practices in various instructional delivery modes, including on-line education.

### **Required Skills**

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**Minimum Qualifications:** Master's degree (M. A.) or equivalent from an accredited institution; at least three years administrative leadership experience in an educational setting. Some teaching experience required.

**Preferred Qualifications:** Doctorate degree from an accredited institution. Three years administrative experience at a community college. Community college teaching experience.

### **Benefits**

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**Starting Compensation:** commensurate with experience

**Kind:** Full Time

**Level:** Senior Executive

### **Apply**

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Please submit cover letter and resume to [jobs@stchas.edu](mailto:jobs@stchas.edu) or you may send via mail to St. Charles Community College, Attn: Human Resources Job #17-121, 4601 Mid Rivers Mall Drive, Cottleville, MO 63376. View all job openings at <http://www.stchas.edu/jobs/> *St. Charles Community College is an Equal Opportunity Employer.*

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