



## POSITION DESCRIPTION

<b>TITLE:</b>	Campus Dean	<b>CATEGORY:</b>	Administrative
<b>FLSA STATUS:</b>	Exempt	<b>GRADE:</b>	E

**JOB SUMMARY:** The Campus Dean is responsible for leadership within the campus and includes, implementing, managing, and evaluating assigned programs, activities, facilities and services. The Campus Dean serves on the President's Administrative Team and also serves concurrently as an Instructional Dean and therefore also assumes all functions and duties of an Instructional Dean.

**In-person work on campus is an essential function of this position.**

<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Serve as the campus contact for the college and community; identify and coordinate resolution of service and facility issues for the campus.	15%
2. Coordinate with other campus or district departments to facilitate campus operations.	15%
3. Provide leadership and oversight of campus strategic planning, construction projects, and other activities.	20%
4. Plan, recommend, direct and coordinate campus activities, including those associated with a campus emergency.	10%
5. Directly supervise assigned areas as appropriate.	10%
6. Monitor and assign instructional office space within the campus, coordinating with other administrative offices as needed. Coordinate and monitor access to adjunct faculty space, including faculty lockers, shared office areas, and computers and peripherals.	10%
7. Coordinate activities or responses with managerial personnel in charge of other program offerings and support services. Communicate with other campus administrators regarding campus activities when applicable.	10%
8. Coordinate or host site-visits for community members, groups, or organizations.	5%
9. Perform other duties as assigned.	5%

**SUPERVISORY RESPONSIBILITIES:** Management of department staff

**BUDGET RESPONSIBILITIES:** Departmental budget

## **ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Master's Degree.

**EXPERIENCE:** Six (6) years of related experience in college teaching, instructional administration, program planning and development, planning and budgeting in academic environment, or similarly related field.

## **SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

## **SPECIAL SKILLS AND ABILITIES:**

### **1. Skills/Abilities:**

- Effective oral and written communication skills;
- Conflict resolution, leadership and teambuilding skills;
- Strong interpersonal and organizational skills;
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner;
- A working knowledge of program and curriculum development, implementation of innovative teaching methods, and evaluation methodologies in disciplines of responsibilities;
- Ability to develop and implement policies and procedures;
- Ability to organize and direct major tasks;
- Experience leading and managing personnel;
- Experience developing and executing budgets;
- Decision-making, time management, goal setting, and planning abilities necessary.

**2. Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, phone, fax, etc.)

**3. Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel. The employee is frequently required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

<b>POSITION TITLE:</b>	<b>CAMPUS DEAN</b>
------------------------	--------------------

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*