

WHITE EARTH TRIBAL AND COMMUNITY COLLEGE
Job Description

Job Title: Academic Dean

Department: Academics

Reports To: President

Summary Develops academic policies and programs for college by performing the following duties personally or through delegation.

Essential Duties and Responsibilities include the following. Other related duties may be assigned.

Directs and coordinates activities of subordinates.

Advises on personnel matters.

Determines scheduling of courses and recommends implementation of additional courses.

Coordinates activities of student advisors.

Participates in faculty committees.

Will serve on institution committees as assigned.

Participates in development of academic budget.

Advises President on academic matters.

Is primarily responsible for academic assessment.

Serves as liaison officer with accrediting agencies which evaluate academic programs.

Be available to meet with students when necessary.

Implement strategies as outlined in the strategic plan.

Responsible for seeking grant opportunities and developing proposals for grant funding to enhance academics.

Serves on President's Administrative Cabinet.

Must be a team player and accept the WETCC vision, mission, and goals.

Supervisory Responsibilities

Is responsible for the overall direction, coordination, and evaluation of employees as listed in organizational chart. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Master's degree (M. A.) in related field required; additional experience working in a higher education setting preferred.

Certificates, Licenses, Registrations

Current drivers license and insurance required.
Individual background check required.

Other Qualifications

Must be able and willing to travel approximately 20% of the time.

Physical Demands/Work Environment

May be required to sit for extended periods of time. Some light lifting may be required infrequently. Many of the job duties involve computer use.