



Dean of Academic Affairs

General Position Description: This position serves as the chief academic officer for the College and has primary responsibility for full time and adjunct faculty, all academic departments and administrative offices and staff, and library services. Additionally, the academic officer will provide leadership in program development, assessment and accountability in the Academic Affairs Division, course and program integrity, academic policies and procedures, grant development, accreditation reports and professional development for faculty. The Dean participates in community and campus activities, including nurturing and securing positive working relationships with other colleges. This confidential position reports to directly to the President and is a member of the senior management team.

Minimum Qualifications: Master's degree in education, curriculum design or administration with 5 years of administrative and supervisory experience at the post-secondary level or in business and industry setting required; Doctoral in appropriate field preferred. A minimum of three years of successful teaching experience at a college level preferred. Understanding and endorsement of team building and quality management; working knowledge of strategic planning; systems approach to problem solving and conflict resolution; excellent human relations, budget management; advocacy skills; curriculum development; strong public speaking skills; knowledge of industrial training and education needs are essential. Other credentials and substantial experience will be considered.

Salary: This is a salary position starting at \$62,768 to \$89,340 depending on credentials and experience.

Benefits: 100% employer paid health, dental, and life insurance for employees (spouse/dependent coverage available), vision insurance, employer paid contributions to Maine Public Employees Retirement or TIAA CREFF, generous vacation/personal/sick time allowances, and 12 paid holidays.

Application Deadline/Process the application review process will begin at the close of business Friday, September 29, 2017; interested candidates should submit a cover letter, resume, educational philosophy, unofficial transcripts and list three professional references to resume@wccc.me.edu or to Tina Erskine, Director of Human Resource, Washington County Community College, One College Drive, Calais, ME 04619. *WCCC is an EO/AA Employer.*