

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB ROLE**

Campus Dean

12 Month Appointment, During Two to Three Years

**\$500 Monthly Pay for Cecil Center, Deerwood, Downtown, Kent, Nassau Center, North and South
Campus**

GENERAL STATEMENT OF JOB

The Campus Dean serves as the selected leader for a campus/center. Responsible for working collaboratively with the Executive Leadership Team, administrators, faculty, and staff as an advocate for campus/center programs, services and issues. The charge for this role is to provide campus/center oversight, develop and strengthen campus/center culture, provide two-way communication and feedback to leadership, and maintain continuity throughout the College.

DUTIES AND RESPONSIBILITIES

Perform the duties and responsibilities as the campus leader and administrator at the designated campus/center site. In addition, the Campus Dean will assume the responsibilities in addition to their current primary full-time exempt position.

Leads the development and growth of a learning community that supports a positive environment for students, faculty, staff and community.

Represents the FSCJ campus/center within the surrounding community as necessary.

Provides administrative leadership to carry out the effective and efficient day-to-day operations of the campus/center.

Provides regular communication of programs, initiatives and goals.

Collaborates with other campus/center leaders in pursuit of the College's goals, mission, objectives and initiatives.

Participates in meetings with peers on other campuses/centers to collaboratively discuss plans for building and sustaining community across the college. Builds and supports a positive campus culture and morale via faculty, staff, and student activities.

Conducts campus/center needs assessments; evaluates operations and activities; recommends improvements and modifications; prepares various reports and recommends improvements in workflow, procedures, and the use of campus facilities, equipment, and other resources.

Serves as the point of contact liaison providing recommendations to resolve campus/center disputes, issues, and problems as an impartial facilitator among multiple stakeholders.

Serve as a role model, leader and mentor to the campus/center community. Engages with all stakeholders to understand their concerns and needs to discern opportunities for improvements.

Leads or coordinates campus/center visits and tours for high level city, county, and state VIPs and ensures campus/center readiness for such visits and tours.

Provides welcoming/onboarding assistance for new faculty and staff.

Campus Dean

PERFORMANCE EVALUATION

Incumbents will be evaluated by a 360-evaluation process.

SUPERVISION RECEIVED

Oversight supervision is provided by the Executive Leadership Team liaison.

MINIMUM QUALIFICATIONS

Must be currently serving in a full-time exempt position.

Effective: January 1, 2022

Revised 1/5/23