

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2019**

ASSOCIATE DEAN OF ENGINEERING & INDUSTRY

FLSA STATUS: EXEMPT - PAY GRADE: 24 – A

**JOB FAMILY: MANAGER/SUPERVISOR ACADEMIC
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Associate Dean, Engineering & Industry (E&I) advances the instructional programs, curricula, and courses of study in the E&I areas of Engineering Technology (Advanced Manufacturing), Automotive Technology (and applicable PSAV programs), Building Construction Technology, and Architecture Design & Construction Technology at the associate degree and certificate level. Provide for an academic environment which fosters positive attitudes, recognition, responsibility, creativity, and opportunities for personal and professional growth among faculty in E&I. Act as the College-wide administrative leader for Engineering Technology (Advanced Manufacturing), Automotive Technology (and applicable PSAV programs), Building Construction Technology, and Architecture Design & Construction Technology.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Lead program and course evaluation initiatives college-wide and recommend improvement and enhancement for consistency and quality of programs and courses. Participate in establishing E&I strategic goals and objectives.

Research, analyze, and report data regarding student needs, interests and profiles; analyze changing student needs and initiate program revisions to respond to these changing needs.

Review and evaluate student retention and effectiveness of associate degree or certificate level programs in Engineering Technology (Advanced Manufacturing), Automotive Technology (and applicable PSAV programs), Building Construction Technology, and Architecture Design & Construction Technology.

Mentor and guide, with the assistance of other career and technical education (CTE) deans and instructional program managers, E&I faculty to design and develop new courses and programs.

Serve as the lead facilitator for applicable E&I program Advisory Committees.

Coordinate, with the assistance of other CTE deans and instructional program managers, College wide course offerings, assigned locations, and delivery methods for courses offered in applicable E&I program areas.

Represent the College and E&I area in meetings and committees; meets with variety of College task forces, teams and committees; meets with committees and councils, as directed, to participate in college-wide planning, implementation, evaluation of programs and policies.

Facilitate the establishment of partnerships with business and industry regionally and nationally.

Participate in developing proposals for external funding.

Develop, with participative input from faculty and the Dean of E&I, faculty course and special assignments within guidelines for assigned locations and delivery methods.

Review and recommend action regarding student appeals and complaints to be in accordance with established policies and procedures.

Perform other related duties as required.

SUPERVISION RECEIVED

Supervision is received from the Dean of Engineering & Industry.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A Master of Science (or Art) degree with 18 graduate hours in an E&I applicable technical or business discipline from a regionally accredited college or university; supplemented by five (5) years in higher education administrative and/or teaching experience.

PREFERRED QUALIFICATIONS:

A Ph.D. from a regionally accredited college or university in Engineering, Technology, Design, Business, Architecture, or Automotive Technology related area with at least three (3) years in higher education administration and/or teaching. Evidence of demonstrated leadership and strategic thinking/planning is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/19