

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

ASSOCIATE DEAN OF INFORMATION TECHNOLOGY

FLSA STATUS: EXEMPT - PAY GRADE: 24 – A

**JOB FAMILY: MANAGER/SUPERVISOR – ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Associate Dean, Information Technology advances the instructional programs, curricula, and courses of study in Computer Systems Networking, Computer Information Technology, IT Security, and Data Science Technology programs at the Bachelor of Applied Science, Associate in Science, and certificate level. Ensures an academic environment which fosters positive attitudes, recognition, responsibility, creativity, and opportunities for personal and professional growth among faculty in IT. Serves as the College-wide administrative leader for Computer Systems Networking, Computer Information Technology, IT Security, and Data Science Technology programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Leads program and course evaluation initiatives college-wide and recommends improvements and enhancements for consistency and quality of programs and courses. Supports faculty in the development of new and revised curriculum.

Researches, analyzes, and reports data regarding student needs, interests and profiles; analyzes changing student needs and initiates program revisions to respond to changing needs.

Reviews and evaluates student retention and effectiveness of Bachelor's programs, Associate's programs, and certificate level programs in Information Technology: Computer Systems Networking, Computer Information Technology, IT Security, and Data Science Technology.

Assists in the selection, hiring, terminating, supervision and evaluation of faculty; interviews and recommends selection and certification of adjunct faculty; conducts regular classroom observations of faculty; coordinates cross-campus teaching assignments.

Manages the applicable provisions of the negotiated faculty collective bargaining agreement.

Approves, prioritizes, and monitors resource allocation of instructional and administrative materials, equipment, and furnishings.

Facilitates the establishment of partnerships with business and industry regionally and nationally. Serves as the lead facilitator for applicable Business and Industry Leadership Teams (BILT).

Coordinates, 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 IT program areas.

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Represents the College and IT area in meetings and committees; meets with a 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.

Assists and advises students regarding program of study and course selection, and addresses student complaints or concerns with instruction or faculty.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Dean of Information Technology.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master of Science or Master of Art degree with the focus on technology education from a regionally accredited institution; supplemented by three (3) years in higher education administrative and/or teaching experience, or Bachelor's degree in a related field from a regionally accredited institution, supplemented by five (5) years in higher education administrative and/or teaching experience. Evidence of demonstrated leadership is required.

PREFERRED QUALIFICATIONS

A Ph.D. from a regionally accredited college or university in Engineering, Technology, Computer Science, or Technology Education with at least three (3) years in higher education administration and/or teaching.

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 the 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.

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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: 4/2022

Revised: 9/27/23