

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

ASSOCIATE DEAN OF PROFESSIONAL STUDIES

FLSA STATUS: EXEMPT - PAY GRADE: 24 – A

**JOB FAMILY: MANAGERIAL/SUPERVISORY- ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

The Associate Dean of Professional Studies plans, implements, and evaluates curriculum, program delivery, program outcomes including student enrollment and retention, and ensures maintenance of programmatic accreditations at the Bachelor's, Associate and certificate levels. This position supervises and leads faculty and staff, and completes performance evaluations. This position also ensures positive teaching and learning environments for students, prioritizes and allocates program and campus resources, serves as community liaison with community partners, and represents Professional Studies programs for FSCJ.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assists in the review, approval and evaluation of the effectiveness of program(s), courses and class schedules for assigned locations and delivery methods.

Collaborates with faculty, instructional program managers, program managers, project coordinators, and directors to develop needed courses and programs; prepares and processes curriculum proposals; develops proposed course/class schedules, faculty assignments and workloads; and coordinates the adoption of textbooks.

Communicates through regular meetings with faculty, department chairs, program managers and directors of the assigned areas, and internal and external community constituents, to share information, implement guidelines and procedures, coordinate ceremonial and community events and activities, and communicate program goals.

Assists with and recruits, selects, supervises, develops, mentors, and evaluates faculty and staff, in accordance with applicable Board Rules, administrative procedures, and/or provisions of the faculty collective bargaining agreement. Conducts periodic observations of classroom teaching and adjunct faculty for evaluation purposes. Recommends organizational and staffing changes to enhance program and personnel effectiveness, efficiency, and satisfaction.

Assists with and participates in the identification and review of student needs and interests and provides for positive response to such changing needs. Represents, serves, and leads the College on internal and external committees and councils that enhance services at both the institutional and state levels. Serves as the College's representative on local, state, and national organizations.

Reviews and processes student problems and appeals; counsels and advises students on academic matters; and mediates faculty and student grievances and complaints.

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Assists with and coordinates with publisher and conducts faculty and staff orientation meetings on use of publisher digital books, practice tests, and adaptive quizzing to enhance student course and exam success.

Assists in ensuring program accreditation and coordinates and compiles data required for accreditation and program measurement and review. Leads, guides, and instructs faculty and staff on accreditation preparation.

Assists programs with the procurement and purchase of materials and equipment for instruction.

Meets with program advisors about recruitment efforts.

Creates a student-centric culture on campus/center that is positive and supportive.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned faculty and staff.

MINIMUM QUALIFICATIONS

Masters of Science or Arts degree with a concentration on educational leadership or related field from a regionally accredited institution, and three (3) years of higher education administrative and/or teaching experience.

PREFERRED QUALIFICATIONS

Doctorate degree from a regionally accredited college or university in business, education, or related field and five (5) years of administrative and/or teaching experience. Experience in measurement of program/learning outcomes. Curriculum and leadership experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

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 rapidly and accurately in operating computers and modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. 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 giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 1/14/2026