

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

DEAN OF WORKFORCE EDUCATION

FLSA STATUS: EXEMPT – PAY GRADE: PG 26

JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS

JOB FUNCTION: MANAGERIAL/SUPERVISORY

GENERAL STATEMENT OF JOB

The Dean of Workforce Education provides instructional and programmatic leadership, supervision, and management for program recruitment, enrollment, retention, completion, and job placement.

Areas of responsibility include faculty and staff mentoring, supervision, and evaluation; certification, evaluation, and planning of programs and services; initiating and leading initiatives; budgeting, curriculum development, and course and program scheduling and management; problem-solving for faculty and students; registration, advising, and related student services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Develops, coordinates, and engages internal and external committees, councils, and industry and business leaders (BILT); leaders in advisory councils and relationships that assist in the development and implementation of career programs, and student internship opportunities and job placement; serves as an advocate for program inclusion; participates in college-wide planning, implementation, and evaluation of assigned programs.

Communicates through regular meetings with faculty, counselors, program managers, and directors of assigned areas to share information, guidelines, and procedures, and coordinate activities, and enhance effective communication.

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

Assists in the recruitment and selection of faculty and support staff.

Participates in budget development and implementation with responsibility for monitoring assigned budgets.

Coordinates and compiles data required for accreditation and program review; monitors compliance with state accreditation and standards of program review.

Serves, leads, and represents the College and Workforce Education at the local, state, and national levels.

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Works with faculty, faculty/programs chairs, instructional program managers, program managers, project coordinators, and directors to prepare and process curriculum proposals; evaluates, reviews, and recommends improvements and enhancements to the consistency and quality of campus course offerings; assists with new course and program development; assignment of faculty and workloads; development of proposed course/class schedules and adoption of textbooks.

Reviews and processes student problems and appeals, as appropriate. Mediates faculty and student grievances.

Performs related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the Assistant Vice President of Workforce Development and Entrepreneurship.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution with a concentration related to the assigned instructional/student service area(s) supplemented by at least two (2) years of supervisory and/or teaching/counseling experience in higher education at the two (2) or four (4) year college level.

PREFERRED QUALIFICATIONS

Doctorate degree from an accredited institution.

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.

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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: May 2022