



Title: Dean of Applied Sciences

Campus: Uvalde

Job ID: 242511710001

Closing Date: January 1, 2025

Job Summary: A leadership role essential in overseeing programs in Business, Industrial and Technical Studies, Health Sciences, and Public Safety and Human Services. The Dean will play a critical role in developing and enhancing career readiness and employment opportunities for students through innovative workforce initiatives, while ensuring compliance with state standards and regulations.

Classification: Full-time, Exempt

Department: Academic Affairs

Salary: Based upon degree(s), and experience, 12-month, 40-hour work week.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Master's Degree required; Master's in Curriculum and Instruction or MBA preferred.

Experience & Training: Minimum of one year of supervisory experience required; minimum of two years of experience preferred. At least two years of full-time teaching experience at the college level is required. Experience in curriculum development and program evaluation at the collegiate level. Strong oral and written communication skills; bilingual candidates are preferred. Ability to work effectively with diverse groups, including local Workforce Boards, School Districts, and State and Federal agencies. Demonstrated experience with grant writing and management.

Duties & Responsibilities:

- **Leadership & Policy Development:** Serve as an advisor to the Vice-President of Academic Affairs, particularly on instructional matters and policy formulation. Present policies to the Faculty, Curriculum Committee, and administration for approval.
- **Program Management:** Oversee curriculum, courses, and methods of instruction, ensuring compliance with Guidelines for Instructional Programs in Workforce Education (GIPWE) and other relevant standards.
- **Staffing & Faculty Development:** Recruit and recommend new faculty, support professional development, and collaborate with Division Chairs and the Director of Workforce Training & Development on staffing decisions.
- **Budget & Resource Management:** Prepare and manage the budget for assigned divisions, approve requisitions, and oversee resource allocation, including classroom maintenance and equipment.
- **Community Engagement:** Build and maintain relationships with businesses, industries, and regional agencies to support workforce initiatives and promote economic development.
- **Grant Management:** Assist in the preparation of Texas Higher Education grant applications, manage grants, and ensure compliance with reporting requirements.
- **Strategic Planning:** Contribute to the development of annual strategic goals and evaluate progress towards achieving the College's mission.

Additional Qualification Requirements:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the reference and background check specified for the position. Travel may be required to other locations served by the college. Must have a valid Texas driver's license and be insurable through SWTX insurers. This position may require working outside of regular business hours, including evenings and weekends.