



## **JOB DESCRIPTION**

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**POSITION TITLE:** ASSOCIATE DEAN OF COLLEGE TRANSFER PROGRAMS

**DEPARTMENT:** Instructional

**FLSA:** Exempt

**REPORT TO:** Academic Dean

**POSITION SUMMARY:** Provides leadership for the college transfer programs. Plans, recommends and monitors appropriate institutional budgets, Works with faculty and staff to create a professional, learning environment where faculty and students are encouraged and supported to excel.

### **ESSENTIAL JOB FUNCTIONS:**

1. Supervises the day-to-day operation of college transfer programs and personnel.
2. Recruits and recommends adjunct and temporary, part-time faculty for college transfer programs.
3. Coordinates the planning and implementation of community relations activities as they relate to the division.
4. Maintains appropriate records and files related to the college transfer programs.
5. Recommends faculty and staff committee assignments.
6. Participates in the college-wide planning process and institutional effectiveness of the college.
7. Assists with accreditation and certification processes.
8. Assists in the development, publication and enforcement of policies established by the college.
9. Conducts annual departmental budget hearings.
10. Conducts annual program review activities.
11. Approves expenditures and monitors monthly department budgets.
12. Supervises and evaluates department chairs and staff in the performance of their duties.
13. Recommends curriculum for new/additional courses/programs to be offered.
14. Coordinates curriculum development and teaching and learning activities in college transfer programs.
15. Participates in pertinent local, state, regional and national organizations.
16. Represents the college at community functions.
17. Serves as member of committees as assigned.
18. Provides assistance with distance learning activities as they relate to college transfer programs
19. Serving as member of committees as assigned.
20. Supporting and implementing the mission of the college.
21. Serving on the President's Extended Cabinet.
22. Performing other appropriately assigned job-related duties and responsibilities