



## JOB DESCRIPTION

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**POSITION TITLE:** ASSOCIATE DEAN OF BUSINESS AND INFORMATION TECHNOLOGY

**DEPARTMENT:** Instructional Services

**FLSA:** Exempt

**REPORT TO:** Vice President of Instructional Services

**POSITION SUMMARY:** Provides leadership for the business and information technology 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. Supervising the day-to-day operation of business and information technology programs and personnel.
2. Recruiting and recommending adjunct and temporary, part-time faculty for business and information technology programs.
3. Coordinating the planning and implementation of community relations activities as they relate to the division.
4. Maintaining appropriate records and files related to the business and information technology division.
5. Recommending faculty and staff committee assignments.
6. Participating in the college-wide planning process and institutional effectiveness of the college.
7. Assisting with accreditation and certification processes.
8. Assisting in the development, publication and enforcement of policies established by the college.
9. Conducting annual departmental budget hearings.
10. Conducting annual program review activities.
11. Approving expenditures and monitors monthly department budgets.
12. Coordinating the supervision of distance learning classes.
13. Coordinating business information technology activities in the Alabama Center for Advanced Technology and Training (ACATT).
14. Supervising and evaluating department chairs and staff in the performance of their duties.
15. Recommending curriculum for new/additional courses/programs to be offered.
16. Coordinating curriculum development and teaching and learning activities in business information technology programs.
17. Participating in pertinent local, state, regional and national organizations.
18. Representing the college at community functions.
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.