

Dean of Continuing Education and Professional
Development
Miami Dade College

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Job Title Dean of Continuing Education and Professional Development
Department 11011 SW 104th Street
Institution Miami Dade College
Miami, Florida

Date Posted Jan. 31, 2018

Application Deadline Open until Filled
Position Start Date Available immediately

Job Categories Dean

Academic Field(s) Continuing Education/Distance Learning

Job Website https://mymdhrpub.oracleoutsourcing.com/psc/PMYMDJ/CUSTOMER/HRMS/c/HRS_HRAM.HF

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Job Description

All applications must be submitted online at <http://www.mdc.edu/jobs/>

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Job Opening ID: 997052

Job Description:

The Dean of Continuing Education and Professional Development provides administrative leadership to the College-wide School of Continuing Education and Professional Development and has a strong external focus, establishing primary connections with external entities. The Dean is responsible for creating partnerships among non-credit workforce training, adult basic education and the College's credit programs.

Duties & Responsibilities:

- Collaborates with the Deans of the Academic Schools and Dean of General Education in creating pathways from non-credit programs in the areas of workforce training, adult basic education, GED and ESOL to the College's credit programs
- Maintains the fiscal integrity of School operations including self-support and grant-funded budgets totaling approximately \$18 million
- Pursues and establishes new relationships with business and industry, educational institutions, governmental agencies and potential donors that result in resource support for workforce development programs that meet the needs of current and emerging employers
- Provides leadership to ensure that programs are of high quality and responsive to rapidly changing community needs
- Serves as a College leader and primary resource for national, state and local information in matters of non-credit instruction

Minimum Requirements:

- Doctorate degree in an appropriate field and six (6) years of demonstrated progressive administrative and management experience to include large complex budgets and federal grants in an instructional environment; or Master's degree in an appropriate field and seven (7) years of demonstrated progressive administrative and management experience to include large complex budgets and federal grants in an instructional environment
- All degrees must be from a regionally accredited institution
- Working knowledge of managing large and complex budgets in an instructional environment
- Knowledge of budget preparation and managing federal grants
- Possess excellent interpersonal, organizational and communication skills (both oral and written)



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EEO/AA Policy

Miami Dade College is an Equal Access / Equal Opportunity Employer

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

School of Continuing Education and Professional
Development
Miami Dade College
Miami, FL