

Dean of Academic Affairs
Norwalk Community College

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Downloaded On: Aug. 8, 2020 4:00pm

Posted Apr. 27, 2020, set to expire Aug. 27, 2020

Job Title Dean of Academic Affairs
Department Academic Affairs
Institution Norwalk Community College
Norwalk, Connecticut

Date Posted Apr. 27, 2020

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Dean

Academic Field(s) Academic Affairs
Administration - Academic Unit
Administration - General
Senior Administration

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Job Description

Norwalk Community College
Dean of Academic Affairs

Academic Career & Executive Search is pleased to assist Norwalk Community College in their search for a Dean of Academic Affairs. The College seeks an accomplished, student-centered, strategic leader with a commitment to academic excellence.

This is a remarkable opportunity for a results-focused leader with the ability to lead faculty and staff in establishing and achieving common goals. This position requires a highly involved leader actively engaged across campus and dedicated to serving and supporting a diverse student population.

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The successful candidate is an advocate who understands and provides the strategic direction necessary to meet the evolving needs of a higher education institution in today's competitive landscape. The College desires a strong communicator capable of balancing these needs while advocating for faculty, staff, and students. The ideal candidate is skilled in managing competing priorities within a dynamic environment.

The position directs a broad range of functions and services to assure the quality and appropriateness of the college's academic programs, the College Library and Office of institutional research. These functions and services emphasize: employment and management of faculty and academic support staff; development of curricula and instructional programs; instruction, including faculty performance and instructional resources; and budget and program management.

The Dean of Academic Affairs assures the quality and appropriateness of the college's academic programs through effective performance in the following areas:

- Management of faculty and oversight of faculty workloads
- Curricula development
- Management of instruction
- Management of academic budget
- Academic support staff

The position directs the work of faculty and academic support staff through academic division chairs and administrators of support services. The Dean of Academic Affairs will have extensive cooperative and collaborative relationships with staff, professionals, administrators, the public and with professionals in peer organizations and professional associations. The successful candidate is expected to collaborate with all departments and to represent Norwalk Community College to the CSCU System in a positive manner.

The Dean of Academic Affairs serves as the chief academic officer of the college and reports directly to the CEO of the college. The Academic Dean joins the System during a period of transition. The role and responsibilities may shift as the academic system is built into a singly accredited institution by 2023.

Required Qualifications:

- Master's degree
- Six (6) years of experience in higher education
- Three (3) years of supervisory experience.
- Experience in all of the following functional areas:
 1. Curricula and course design principles, concepts, and techniques

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2. Budget and fiscal management, that includes evidence of efficient management of institutional resources
3. Diverse faculty recruitment efforts
4. Experience teaching at the college level
5. Strategic planning and management of institutions of higher learning
6. Emerging and nontraditional technologies and methods of delivering instruction.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Preferred Qualifications:

- Prior experience working in a unionized environment
- Prior experience working with Community College student population
- Grant development and management experience

CSCU Community Colleges:

The Board of Regents for Higher Education (BOR) and the CT State Colleges and Universities (CSCU) are undertaking a major reorganization of Connecticut's community colleges. The BOR and CSCU plan to consolidate the 12 individually accredited colleges into a singly accredited institution by 2023. This single institution with 12 campuses geographically distributed statewide will provide credit and non-credit programs to more than 80,000 students in rural, suburban and urban communities. This bold plan to establish an academically integrated institution will provide Connecticut students with an affordable, accessible, high-quality education that meets their personal goals and the community-based workforce needs of the state. A structural change of this magnitude will ensure a sustainable future for the community colleges.

About Norwalk Community College:

Founded in 1961, Norwalk Community College (NCC) was the first public, two-year college established in Connecticut. The institution enrolls approximately 13,000 students and offers over 50 Associate Degree and over 20 Certificate programs. NCC provides a broad range of credit and non-credit programs leading to transfer, employment and lifelong learning.

NCC serves the 10-town region of lower Fairfield County and attracts students from throughout the tri-state area and overseas. Students hail from 62 countries and speak 40 languages. Norwalk Community College is the southwest Fairfield County leader and partner in the academic, economic and cultural lives of our communities, providing comprehensive, accessible, innovative and affordable

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learning opportunities to diverse populations.

NCC is accredited by NECHE (formerly NEASC). In addition, many individual programs are accredited by national professional associations including the Nursing, Respiratory Care and Engineering Technology curricula.

Living in the Area:

Located in Fairfield county, Norwalk is a diverse town providing a strong community life. With a population of over 88,000, this oceanside town offers residents an urban/suburban feel with a wide selection of unique restaurants, coffee shops, culture, beaches and parks. The area offers many employment opportunities and above average public schools.

New York City is a short train ride offering a wealth of opportunities and activities for residents.

Applications:

Applications will be reviewed as they are received and should include a cover letter and CV. For best consideration, please apply by June 8, 2020.

Please do not email applications. To be viewed by the firm, you must apply directly at:

<https://acesrch.applicantstack.com/x/detail/a21esjyrz5kx>

Inquiries, referrals, and nominations are treated confidentially and can be sent to Jennifer Muller, Managing Partner at Academic Career & Executive Search at Jennifer@acesrch.com.

Norwalk Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the college does not discriminate in employment on the basis of veteran status or criminal record. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Cheryl DeVonish cdevonish@norwalk.edu / Fran Apfel, 504/ADA Coordinator, fapfel@norwalk.edu Norwalk Community College, 188 Richards Avenue, Norwalk, CT 06854

Norwalk Community College is an affirmative action/equal opportunity employer. M/F. Protected group members are encouraged to apply.



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Contact Information

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

Contact

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