

## **Colorado Mountain College**

### **Position Description**

Title: Dean of Academic Support  
FLSA Classification: Exempt  
Hiring Salary Range: \$106,102.80 – \$117,892.00

#### Primary Responsibility

The Dean of Academic Support provides leadership and administration to the Academic Affairs division of the College in academic support departments and assists with academic institutional regulations. This position reports directly to the Vice President of Academic Affairs and collaborates with campus academic supervisors on consistency, support and integrity among all campuses. Develops, collaborates and supports internal relationships college-wide and communicates with external governmental, regulatory and agency representatives. The Dean of Academic Support collaboratively assists with all areas of the college to facilitate student academic success.

Areas of oversight include but are not limited to leadership and coordination of operational consistency of curriculum and instruction processes and procedures, technology enhanced learning, community and continuing education, college catalog, faculty special projects, virtual libraries, serving as the liaison for Career and Technical educational offerings.

Responsibilities include collaborative planning, developing, promoting and assessing related academic services to support a positive learning environment, and ensure consistency of practice across the college. This position provides direction to lower-level administrators, professional and technical staff; general supervision to clerical staff.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience necessary to meet the rigors of the position, for example, a Master's Degree and three years academic administrative experience. Ideal candidates will have a breadth of experience in academic administration to cover a wide range of academic matters. Experience with state, regional or federal regulatory academic requirements essential; at least two years preferred.

Special Skills or abilities directly applicable to the position:

- Assessing self-learning and progressing toward established personal and professional goals.
- Demonstrating creativity, critical thinking, and problem-solving skills.
- Communicating effectively in personal and group settings that may be both in-person and through technology.
- Provide Management and oversight in multiple locations to ensure consistency.
- Contributing to a diverse, respectful, and inclusive working and learning environment.
- Effecting change and demonstrating flexibility and positive leadership.
- Acquiring and applying technology to working and learning.
- Demonstrating an understanding regional and state accreditation requirements.

- Provide support for strategic initiatives in Academic Affairs in collaboration with the VPAA.
- Knowledge of current principles, practices, and trends in higher education instructional programs; state and federal laws, regulations and codes governing same; and trends and developments in technology that support areas of responsibility.

Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.

Bilingual (English/Spanish) or conversational language abilities may be helpful.

### Essential Duties

1. Collaborate with college academic leaders and administration to design, document, promote, implement, assess, monitor, and continually improve support activities in academic affairs to ensure consistent academic processes.
2. Coordinate with school Deans to ensure timely submission of documentation related to Career and Technical Education programs and management of the Perkins request and submission processes.
3. Participate and monitor accreditation communication and requests from the state, CCHE, and regional, HLC, in collaboration with the VPAA. Manage activities and submissions as necessary related to accrediting agencies. Ensure effective communication and knowledge of, and transparency of accreditation and state submissions.
4. Oversight of the Office of Technology Enhanced Learning to ensure consistent processes and monitor effectiveness of various learning and technology based platforms in academic affairs.
5. Facilitate and support processes for Community and Continuing Education (a.k.a. non-credit course offerings) to assure consistency and strategic growth across the college.
6. Collaborate with Institutional Research to facilitate and communicate institutional academic data and processes.
7. Management and oversight of CMC catalogue and course programming across the college.
8. Preparation of academic process reports; assists in developing and maintaining articulation agreements.
9. Communicate, disseminate and ensure compliance with college policies/procedures and state and federal laws.
10. Develop and manage planning and budgeting, grants/projects and other resources in assigned areas in conjunction with respective campus leadership.
11. Participate, in coordination with the VPAA, in campus, regional, college-wide, state teams and committees appropriate to the School and the College.
12. Coordinate with campus leadership, legal and contracts regarding articulation agreements with secondary and post-secondary institutions.
13. Leads the college-wide Instructional Leadership Team (ILT) committee and oversees the periodic review and updates to the Curriculum and Instruction manual. Regularly supports campus

instructional leadership and regularly communicates academic operational updates across the college.

- 14. Oversight of CMC Libraries.
- 15. Oversight of Faculty Special Projects
- 16. Other duties as assigned by the Vice President of Academic Affairs.

Supervision Received

This position receives general guidance from the Vice President of Academic Affairs.

Supervisory Responsibility

This position supervises administrative, professional, technical and clerical staff.

Special Conditions of Employment

Successful completion of a background check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. This position may require travel within the College district/service area, altered work schedules and/or evening and/or weekend hours.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	183000 A
Date of review:	5.16.2017; hiring range updated 01142019; KR review 7.18.2019

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.