

VERMONT TECH

July 15, 2016

POSITION ANNOUNCEMENT

- Position: Assistant to the Dean of Academic Affairs
VSC Grade 11, Administrator, Full-Time
Exempt, Non-Bargaining Unit
- Location: Randolph Center campus
- Responsibilities: To manage, coordinate and carry out a variety of key administrative functions for the Office of the Dean of Academic Affairs; establish procedures and protocols for daily operations and activities within the Office; oversee and execute a variety of operative areas as they relate to the Academic Dean's responsibilities and other aspects of the Office of the Academic Dean.
- Perform and oversee functions related to both full and part time faculty including but not limited to: prepare faculty position announcements and other recruitment materials; coordinate faculty searches; administer faculty salary points calculations ; prepare new faculty contracts; plan and oversee faculty orientations; calculate faulty workload and prepare overload contracts; determine and maintain promotion and tenure schedule and prepare related communications.
 - Perform and oversee functions related to adjunct faculty including create and maintain adjunct faculty database to track seniority, determine pay grade, determine unit eligibility and to maintain other significant information.
 - Oversee and manage the operations related to the Office of Academic Dean including but not limited to: maintain a wide range of records for students, faculty, programs and activities; coordinate functions in conjunction with contractual college and office of the Chancellor deadlines to include but not limited to;; carry out a variety of tasks related to committee work, including taking minutes at various academic meeting, and regular activities of the department; respond to a wide range of requests by students, parents, faculty, staff, administers and external sources.
 - Develop (write, design, draft, edit, etc.) various written documents related to assigned functions such as policy and procedure manuals, instructional materials, and accreditation materials.
 - Assume responsibilities for new faculty orientation, advising day, part-time faculty evaluations, academic planning day, new

- student department meetings, etc.
- Manage the Academic Dean's operating budget; monitor expenditures and process budget documents.
- Provide administrative support for student dismissal and appeals process, prepare written communications and maintain appropriate records
- Provide support for academic programs with continuous quality improvement plans; assist with assessment process and follow through on recommendations.
- Confer regularly with Human Resources and Payroll/Benefits in regulating faculty contracts, retirement matters, search processes and other related material.

Qualifications

Bachelor's degree in appropriate discipline plus 4-6 years of relevant administrative experience or a combination of education & experience.

- Strong planning, administrative, communication and organizational research, writing and computer skills.
- Previous experience in organizing and maintaining moderately complex information systems and activities and the ability to oversee a complex variety of functions.
- Experience working with budgets critical.
- Strong understanding of higher education personnel functions, organizational structure and administrative operations.
- Ability to multitask and work effectively under deadlines and with multiple interruptions. Ability to manage multiple tasks and receive direction from several people.
- Ability to deal effectively with a wide variety of individuals inside and outside of the College community.
- Valid Vermont driver's license required.

Starting Date:

ASAP

Application
Deadline:

Applications will be screened and accepted until the position is filled. Applications received after the first screening will be considered at the discretion of the College. **Incomplete application materials will not be considered.**

To Apply:

Submit a **mandatory** Vermont Tech employment application with resume and cover letter to jobs@vtc.edu. Employment application is available on the VTC website, www.vtc.edu,

NOTE: This position is subject to a fingerprint supported criminal background check. Any offer of employment is conditional upon the successful results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other underrepresented backgrounds. Vermont Tech is an Equal Opportunity employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.