Georgia Perimeter College Announces the Availability of the Following Position

Position Title: Associate Dean for Arts and Humanities (INTERNAL)

Job Summary/Basic Function:

The Associate Dean of Arts and Humanities will report to the Vice Provost and Dean of Perimeter College. The Associate Dean is responsible for working with the discipline chairs and faculty to maintain high academic standards in all course offerings.

The Associate Dean of Arts and Humanities will provide leadership to the division, the associated disciplines and the campus. Primary responsibilities are to supervise, advocate for and evaluate department chairs and to provide oversight of the department chair's evaluation of faculty. The Associate Dean is responsible for working with the department chairs, associate chairs, and faculty in the division to manage the division's resources and is responsible for budget oversight of the division. The Associate Dean serves as liaison between Perimeter College and external organizations (particularly in the community of their assigned campus) and works with the Vice Provost and Dean, University Research Services Administration (URSA) and the college and university development offices to promote positive community relations, support enrollment growth, and participate or lead community initiatives to obtain external funding.

As the campus leader, the Associate Dean will ensure appropriate planning, cooperation, and execution of all policies, practices and initiatives with other functional leaders on the respective campus.

Responsibilities include:

• Development and maintenance of appropriate college academic policies and procedures
• Coordination of college-wide academic initiatives
• Coordination with university and college personnel of college-wide faculty development
• Coordination of faculty planning and recruiting
- Act for Vice Provost and Dean when requested both internally and externally
- In addition to "other duties as assigned", the individual in this role may be required to cross-train for another position and/or responsibility within the college in order to provide both back-up for a department as well as to supplement resources needed during certain times of the year. While these duties may differ from those typically assigned to this position, they shall not substantially exceed the level and scope of duties for this position.

**QUALIFICATIONS**

**Education:** A minimum of a Doctoral or terminal degree (e.g. MFA, JD) from an accredited college or university in one of the disciplines in the division is required.

**Preferred Qualifications:**
- Knowledge and skills in the management of fiscal and personnel resources.
- Knowledge of and commitment to the community college philosophy.
- Ability to effectively communicate verbally and in writing.
- Clear understanding of quality curriculum assessment, development, evaluation and promotion, and tenure processes.
- Broad knowledge of relevant accreditation requirements.
- Ability to provide leadership in academic planning and program development.
- Excellent leadership and human relation skills.
- Ability to nurture and promote a collegial environment that encourages the scholarly exchange of ideas and initiatives and to work collaboratively.
- Ability to initiate, manage and lead change.

**Experience:** A minimum of five (5) years of progressively responsible administrative experience at the level of a department chair or higher position in a college or university environment is preferred. A combination of education, training, and experience may be considered.

**Physical Requirements:** Position requires local travel between campuses to perform required duties, attend meetings, and other responsibilities. Ability to move from one office to another office on campus. Ability to lift up to and carry files, handouts and other materials. Ability to perform light physical exertion on a frequent basis and moderate
physical exertion on an occasional basis as needed. Ability to receive detailed information from others through verbal communication. Position requires adequate vision, hearing and manual dexterity to interact with people in person, on the phone, by e-mail and in writing. Job takes place in normal environmental conditions.

**Pre-Employment Requirements:**
A Criminal History Check is Required.

**Work Hours:**
Position may require non-standard hours (nights and weekends).

**Salary:**
Commensurate with education and experience with excellent benefits.

**Anticipated Start Date:**
July 1, 2016

**Special Instructions:**
The Associate Dean for Arts and Humanities is advertised as Internal and is only available for applications from current employees of Georgia State University (including Perimeter College).

A Foreign Degree Transcript Evaluation is required for foreign graduate degrees.

Please Apply At:
careers.gpc.edu/applicants/Central?quickFind=52162

**Application Deadline:**
05-08-2016

**Release Date:**
04-01-2016