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| Title: <i>Dean of Arts, Sciences, and K12 Partnerships</i> | Department: <i>Academic Affairs</i> |
| Employee Group: <i>Administration</i> | Employee Classification (if applicable): <i>N/A</i> |
| Immediate Supervisor: <i>Vice President for Academic Affairs</i> | Supervises: <i>Full-time and Adjunct Faculty within assigned Arts & Sciences programs</i> |
| Hours: <i>40</i> | EX/NE: <i>Exempt</i> |

General Description: As a member of the Academic Affairs Division, the Dean of Arts, Sciences, and K12 Partnerships provides academic and organizational leadership for the College's general education, transfer, and creative arts programs. This position is responsible for full-time and adjunct faculty oversight in related disciplines and serves as the College's lead administrator for K12 partnerships. The Dean fosters excellence in teaching and learning, supports academic pathways for student success, and collaborates with external partners to strengthen connections between high school and college-level academics.

Position Duties/Functions:

1. Exercise good stewardship of college resources and adhere to college policies, procedures, and contractual obligations in the administration of assigned responsibilities.
2. Provide leadership for the College's Arts & Sciences departments and programs including program development, curriculum revision, course scheduling, and academic assessment.
3. Participate in the hiring, orientation, mentoring, evaluating and supervision of full-time and part-time faculty and departmental staff, in accordance with college policy and HLC compliance.
4. Serve as the College's primary liaison to new and existing K12 partners and dual enrollment programming.
5. Champion transfer education pathways and guide articulation agreements with K12 partnerships.
6. Help support teaching and professional development for faculty.
7. Participate in review of course evaluations.
8. Manage student concerns as needed related to faculty or program.
9. Maintain and support a network of qualified adjunct instructors through proactive outreach and collaboration with internal and external partners.
10. Support the development and promotion of cultural and academic programming that enrich campus life and foster community engagement.
11. Oversee development and upkeep of LMS course templates to support instructional consistency and onboarding of new instructors.
12. Support and actively participate in the College's strategic planning processes and delivery.
13. Serve as part of the Expanded Executive Team.
14. Participate in the development and administration of budgets for the division.
15. Serve on college committees
16. Perform other duties as assigned by the Vice President for Academic Affairs or College President.

Required Qualifications:

1. Master's degree required; doctoral degree preferred.
2. College level teaching experience.
3. Demonstrated excellence in organizational/management skills.
4. Familiarity and commitment to the mission, vision, and values of Montcalm Community College.
5. Demonstrated success in building partnerships with K12 institutions or similar stakeholder groups.
6. Demonstrated ability to work positively and productively with students, college staff, community groups, business and industry personnel, and the general public.
7. Demonstrated excellence in written, oral, and interpersonal communication.
8. Demonstrated ability to work as a team member as well as independently.

Benefits:

Medical, Dental and Vision coverage, high-deductible health plan (some plans fully funded). Long-term disability, Group Term life insurance, vacation, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under.

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| REMUNERATION: | \$90,000 - \$100,000 (determined by experience) |
| APPLICATION DEADLINE: | Friday, April 18th @ 4:30 PM |
| START DATE: | Approximately July 1, 2025 |
| METHOD OF APPLICATION: | Online application at www.montcalm.edu/employment. Attach your cover letter, detailed resume, transcripts, and three reference letters. |

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.