

# **MONROE COUNTY COMMUNITY COLLEGE**

## **Job Description**

**Job Title:** Dean of Humanities/Social Science Division  
**Reports To:** VP of Instruction

### **Summary**

Organizes and implements the Humanities/Social Sciences Division to provide learning opportunities for students within the areas of art, anthropology, communications, criminal justice, history, humanities, journalism, English, music, philosophy, political science, sociology, speech, theater, and world languages, as well as, the College Writing Center, Honors Program, The AGORA student newspaper, and the MCCC Symphony Band and AGORA chorale by performing the following duties.

### **Essential Duties and Responsibilities**

Plans, organizes, and administers divisional activities (scheduling of classes, meetings and other divisional duties).

Develops with the VP of Instruction, the schedule of classes and recommends instructor assignments so as to provide four course section schedules per year.

Provides the VP of Instruction with current curriculum guides and lists of texts and maintains a program of regular review and revision of curricula within the division.

Recommends new and revised program areas to be included into divisional responsibilities to maintain credibility and pertinency of course offerings.

Administers the division curriculum as it pertains to the catalog, brochures and flyers, changes to the courses and programs, proposals to the Curriculum Committee, course outlines, class syllabi, textbook selection, activities of the program advisory committees and program reviews as necessary.

Manages instructional equipment, computer hardware and software and related supplies to keep current with advancing technology, making recommendations to the VP of Instruction for additions or replacement as appropriate.

Coordinates activities of advisory committees, recommending members to the VP of Instruction for appointment.

Maintains liaison between area high schools and four-year college counterparts and leads in the establishment of articulation and transfer agreements.

Interviews, hires, and evaluates full-time and adjunct faculty.

Establishes and maintains a climate that encourages development and retention of personnel and a high level of morale.

Coordinates activities with other administrators to accomplish the mission, vision, and values of the College.

Maintains effective relations with faculty and students.

Recommends and administers divisional budget numbers.

Maintains liaison between high schools and two-year college counterparts and leads in the establishment of articulation and transfer agreements.

Participates in activities of Campus committees and task forces.

Serves as liaison officer with accrediting agencies which evaluate academic programs within the division.

Oversees the College writing across the curriculum and honors programs, student newspaper, symphony band, choir, drama/theatre productions and literary/arts publications.

Prepares the department budget with the input from appropriate resources and approves expenditures while managing the budget.

Coordinates activities with various stakeholders to accomplish the mission and vision of the College.

Teaches on a limited bases as assigned

Other duties utilizing similar skills and abilities, related to the accomplishment of the essential functions of this job, may be assigned.

### **Supervisory Responsibilities**

Supervises a support staff and faculty within the Humanities/Social Sciences area. Executes supervisory responsibilities in accordance with applicable laws and the organization's policies, which includes the Code of Ethics. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

Master's degree in a discipline or field within the division, or related field; 4-10 years related teaching and/or administrative experience; OR equivalent combination of education and experience.

### **Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication

that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **Mathematical Skills**

Ability to calculate figures and amounts by addition, subtraction, multiplication, and division. Ability to apply concepts of fractions, percentages, ratios, proportions, and basic algebra and geometry to practical situations. Ability to conceptualize fundamentals of probability and statistical inference.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have working knowledge of Internet software; Spreadsheet software and Word Processing software.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to walk. The employee is frequently required to talk; hear; sit; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stand; stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a business office setting. The noise level in the work environment is usually low.