



Ivy Tech Community College of Indiana

Dean, School of Information Technology

Position Description

The Opportunity

The Dean serves as principal academic and administrative leader of the designated School working to achieve the College's mission and strategic plan initiatives. The Dean has the responsibility for, planning, budgeting, scheduling, staffing, curriculum, instruction, program and instructional quality, student academic success and other academic matters. This position actively represents and promotes the School of Information Technology and the College to students, business and industry, parents, professional organizations, secondary and post-secondary articulation partners, and other relevant constituencies. The Dean may deliver assigned classes in accordance with College loading policy and course objectives as needed. Proactively identifies opportunities and challenges for the School of Information Technology particularly in the context of linkages to economic sectors, current and future workforce needs and instructional resources, the College's Strategic Plan, and the College's Development Office. This position performs all of the essential functions as identified on the pages to come.

Minimum Qualifications

Required:

- Master's degree
- Evidence of professional and community service, and college service outside of teaching and administrative assignments
- Minimum 3 years applicable industry experience
- Minimum five years related teaching experience with at least two years full time equivalency teaching in higher education
- Meets faculty credentials per ASOM 7.1 for at least one program within the school for which oversight is assigned
- Evidence of ongoing professional development and maintaining currency in the field
- Demonstrated competency in supervision and leadership
- A combination of industry with teaching/training experience may be considered in lieu of specific years' experience noted above.

Preferred Qualifications

- Experience with secondary and post-secondary partnerships or community partnerships
- Evidence of contributions to the community and to the profession
- Involved in a workforce development initiative, service on an industry council, or other related activity
- Doctorate preferred

Major Responsibilities

Leadership

- Work with the Vice Chancellor of Academic Affairs to support the College's mission, strategic planning, and College development initiatives.
- Work with the Vice Chancellor of Academic Affairs on establishing measurable School goals, identifying efforts to achieve these goals, and monitoring efforts towards achieving these goals.
- Recommend instructional and general policies, conduct meetings to facilitate planning and collegial decision-making and to keep staff informed about issues and projects for the overall College instructional program.
- Maintain current knowledge of trends and innovations in post-secondary education.
- Participate in scholarly activities related to the discipline/focus.

- Provide leadership for program improvement, development, and review and recommend changes to maintain relevance of academic programs and to meet student, business and industry, workforce and community needs.
- Work with Vice Chancellor of Academic Affairs, individual program and department chairs, and other faculty to plan for curriculum development, modifications, and deletions; set priorities for resource needs and provide program analysis.
- Promote excellence in learning centered teaching and promote faculty engagement in scholarly activities.
- Link the College's Strategic Plan with School strategies, objectives and initiatives.
- Ensure Schools compliance with applicable policies, accreditation standards and legal requirements.
- Proactively link with business and industry in regards to current and future College curricula within the School.
- Work with the Vice Chancellor, individual program and department chairs, and other faculty to plan for curriculum development, modifications and deletions, set priorities for resource needs, and provide program analysis.
- Recommend instructional and general policies, conduct meetings to facilitate planning and collegial decision-making and to keep staff informed about issues and projects for the overall College instructional program.
- Maintain current knowledge of trends and innovations in post-secondary education.

Enrollment Management

- Coordinate with Student Affairs and Marketing and Communications activities for student recruitment, advising, registration, retention, graduation, and other promotional activities.
- Develop secondary and post-secondary linkages, including the facilitation of high school-based dual credit initiatives.
- Facilitate the development of course schedules conducive to student enrollment.
- Participate in career services and alumni activities.

Resource Management

- Develop and manage the School of Information Technology budget consistent with college policy and sound financial management principles.
- Facilitate data-driven analysis of information regarding curriculum related matters.
- Facilitate program review process in timely manner.
- Identify and prioritize School of Information Technology needs, secure available funding, and strategically allocate and re-allocate resources.
- Confer with faculty regarding ideas for program improvement to find resources for development through grants, College development initiatives and special projects.
- Work with the Campus Development Office to identify and secure specific

fundraising opportunities that support the priorities and needs of the School.

Staffing

- Interview and participate in selecting employees; orient, train, supervise, develop, evaluate, mentor, counsel, and terminate personnel according to established policies and procedures.
- Facilitate assignment of faculty to classes, monitor schedules and workload for accuracy throughout the semester.

Advising and Student Success

- Work with faculty and staff to assess students and continuously monitor their progress for success.
- Ensure compliance with College policy to resolve student issues and assist faculty and staff to refer issues (student behavior, grade changes, etc.) to appropriate departments.
- Provide student advising support as assigned.

Institutional and Professional Service

- Participate in department, campus, and college-wide committees.
- Serve discipline by providing leadership and participation in appropriate professional associations and organizations.

Community Relations/Outreach

- Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs and establish advisory committees as appropriate.
- Directly work with Vice Chancellor of Academic Affairs for promotion of the School of Information Technology and College development initiatives.
- Facilitate academic partnerships between the School of Information Technology and four-year transfer institutions; ensure maximum course articulation for students.
- Participate and provide professional expertise to aid or lead organizations that create linkages between the college and the community.

Customer Service Overriding Expectations

- Demonstrate a strong customer service and/or student advocacy through a positive attitude of approachability, adaptability, strong problem-solving and desire to identify and support student success.
- Engage in behaviors that create an inclusive environment in which all people are valued and supported.
- Go beyond the easiest or surface answer for a student, or an internal or external customer, and get to the root cause of the problem, question or issue to solve it as quickly and professionally as possible.

Organizational Relationship

This position reports to Vice Chancellor of Academic Affairs. The above list of duties is not to be construed as an exhaustive list. Other duties logically associated with the position may be assigned.

Application and Nomination Process

Compensation

Salary will be competitive and commensurate with qualifications and experience.

How to Apply

Greenwood Asher & Associates is assisting Ivy Tech Community College Indianapolis in these searches. Applications and nominations are now being accepted. Please specify the title of the dean position in the subject line. Confidential inquiries, nominations and application materials should be directed to jeremydull@greenwoodsearch.com and shelleyfeather@greenwoodsearch.com or call 850.687.5132. For a full application package, please submit a cover letter, CV and list of five references. Submission of application materials as PDF attachments is strongly encouraged. The searches will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Please direct inquiries, nominations, and application materials to:

Jeremy Duff

Vice President for Executive Search

jeremyduff@greenwoodsearch.com

Shelley Sullivan Feather

Senior Executive Search Consultant and Practice

Leader, Library and Information Science

shelleyfeather@greenwoodsearch.com

Greenwood Asher & Associates

42 Business Centre Drive, Suite 206
Miramar Beach, Florida 32550
850-650-2277
greenwoodsearch.com