



Miami Dade College is searching for a Dean of General Education. If you or someone you know is interested, please visit www.mdc.edu/jobs and search keywords "dean general education." Below is additional information on the position:

Job Summary

The Dean of General Education provides leadership through planning, student outcomes analysis and reporting, general education course review and revision, resource development, innovation, administrative and student development and cross-disciplinary collaboration to ensure the centrality of general education student outcomes at the College. The position promotes academic readiness, high-quality, innovative teaching and learning support systems and integrated academic and student support services that maximize student achievement and success in the Associate in Arts degree, language and developmental pathways and general education courses.

Duties & Responsibilities

- Represents the college and serves as the key spokesperson for general education to internal and external entities, including but not limited to, international, national, regional, local, and college-wide entities
- Fosters a collaborative, interdisciplinary academic environment supportive of the College mission and vision, student centered services, and academic administrative excellence
- Establishes the framework, aligns competencies, and grounds a vision of student success in order to reform and restructure language and developmental education, and general education gateway courses to strengthen student retention, success and improve progression through completion of college-level courses
- Coordinates with the chair and faculty conveners of the general education disciplines, as well as language and developmental faculty to enact strategies that provide high visibility and support for the student success and completion of the Associate in Arts degree, language and developmental programs, and general education courses related to the Associate in Science and related College Credit Certificates
- Provides annual effectiveness reporting for the general education disciplines, and language and developmental education programs; prepares college-wide action plans, grant reports and strategic enrollment management plans, in consultation with the members of the College's executive leadership team to facilitate alignment with college-wide priorities
- Collaborates with the Deans of Student Affairs, Deans of the Academic Schools and Deans of the Faculty, directs the development, implementation and execution of college-wide early alert and intervention strategic plan that integrates cognitive and non-cognitive assessments and interventions
- Collaborates with other Deans and appropriate district and campus personnel to develop and implement strategic enrollment management initiatives, with a particular focus on the Associate in Arts degree; and assumes shared responsibility for meeting or exceeding performance targets for student recruitment, enrollment, completion, and transfer or job placement

- Serves as the primary liaison and resource for concurrent enrollment language and developmental programs, and gateway mathematics and English elements of the College's Developmental Education Plan
- Identifies funding opportunities, secures external funding to support educational initiatives and instructional enhancements while managing fiscal resources effectively
- Participates in the design and implementation of new policies, procedures, pedagogies, curricula, facilities, job descriptions, professional development, etc. that support general education and language and developmental education
- Works in conjunction with College Training and Development to develop and deliver professional development opportunities for faculty and staff to enhance teaching and learning competency
- Ensures that class schedules, course offerings, academic advising and student support services meet student needs across the College while supporting the continuous development, review and revision of academic curricula at the course level to assure quality and relevancy
- Establishes and maintains relationships with local K-12 schools, colleges and universities, businesses, and community-based organizations to promote and benefit enrollment, academic programming, and academic readiness
- Supports and provides guidance in the collective bargaining process
- Performs other duties as assigned

Minimum Requirements

- Doctorate degree in Education or related discipline and six (6) years of senior level management experience in higher education and possess leadership and creative accomplishments in an administrative role at an institution of higher learning
- All degrees must be from a regionally accredited institution
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge of college educational philosophy and top management administrative practices and procedures
- Knowledge of college curricula and instructional programs
- Knowledge of trends in general education program
- Knowledge of regional accreditation requirements, processes and criteria
- Knowledge of trends in language and developmental programs
- Knowledge and skill in effective communication utilizing public relations principles and practices
- Knowledge of technological systems as they apply to instructional, administrative, and workplace needs
- Strategic planning skills to effect change in a multi-cultural environment
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines
- Ability to speak effectively to employees, faculty, staff and community groups
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff