

## Dean

DEPARTMENT: Highlands College  
Closing Date: October 31, 2016  
Employment Detail: Permanent, Full-Time

### DUTIES:

#### **Administrative Responsibilities**

Responsible for all aspects of Highlands College operations. Responsible for strategic planning including responding creatively to the competitive demands of the educational marketplace. Provide educational leadership for Highlands College by recruiting and retaining outstanding faculty and staff, and developing excellent educational programs in accordance with the mission of Highlands College, Montana Tech and the Montana University System. Handle faculty/student concerns relating to classroom procedures, instructional methodology, grading, disciplinary actions, and grievance procedures. Set goals and objectives for Highlands College. Develop plans to achieve identified goals. Periodically assess progress toward meeting those goals. Assist in budget development for Highlands College. Develop staffing plans and faculty workloads. Coordinate class scheduling at Highlands College and across both campuses. Serve on committees and attend meetings upon request of Tech's North Campus. Be a leader comfortable with delegating authority while maintaining accountability for results. Identify program/college needs and secure internal/external resources to support program initiatives. Communicate Board of Regents, Montana Tech and Highlands College policies. Supervise planning of space requirements for programs and classroom/lab use. Participate in tenure/promotion review and evaluation process and make recommendations. Recommend department head appointments. Conduct faculty/staff evaluations. Provide or coordinate professional development of faculty. Ensure compliance of faculty collective bargaining agreement.

#### **Curriculum/Program Development Responsibilities**

Play a leadership role in establishing Highlands College priorities and articulate those priorities to the, Provost, Chancellor, the Commissioner of Higher Education, the Board of Regents, the executive and legislative branches of state government, and the general public. Work with faculty, business, industry, government and medical leaders to develop programs that are responsive to current business and social needs. Prepare proposals for new programs or program revisions for Board of Regents approval. Work with businesses and the Montana Tech Foundation to procure donations of equipment, materials and other resources. Ensure compliance with accreditation standards and oversee accreditation reviews. Responsible for development, compilation and organization of all materials necessary for institution and program accreditation. Serve on community, state, regional and national committees and boards that relate to two-year education. Work with Perkins, and similar initiatives to increase flow of students directly to Highlands College programs from secondary schools. Develop and maintain a system of program review. Assist local agencies in recruiting new industry. Approve program and course curricular changes.

#### **Public Relations Responsibilities**

Promote Highlands college and programs to external constituencies through extensive alumni, industry and community relations, be an involved community leader, committed to building collaborative relationship with business and industry, government and community organizations, and area high schools. Act as the public spokesperson for Highlands College and as the Highlands College representative for appropriate ceremonies and academic occasions.

### REQUIRED QUALIFICATIONS:

- Doctoral degree from a regionally accredited university.
- Five years of broad-based and progressively responsible administrative/budget experience and responsibility in a regionally accredited university, community college or vocational/technical college/institution.
- Experience in implementing educational programs in response to the needs of business, industry and government.

### PREFERRED QUALIFICATIONS:

- A proven record of leadership in obtaining private support, federal funding and grant support for programs and services in public post-secondary educational settings.
- Experience as a Dean or higher in a regionally accredited institution.

To apply, please submit the following items:

- 1) Letter of application,
- 2) Resume',
- 3) Name and contact information for 3 professional references

**The items listed above should be sent or e-mailed to:**

Montana Tech Human Resources,  
1300 West Park Street, Butte, MT 59701

e-mail: [HumanResources@mtech.edu](mailto:HumanResources@mtech.edu) Phone: 406-496-4380 Fax: 406-496-4387

Any offer of employment is contingent upon a satisfactory criminal background check.

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the employment (veteran's) preference form located on the employment page. To request an accommodation, contact Cathy Isakson 406-496-4380; [cisakson@mtech.edu](mailto:cisakson@mtech.edu)