Notice of Vacancy

Location of Position: Jackson County Campus, Gautier, Mississippi

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<th>Position Available:</th>
<th>Classification:</th>
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<td>Assistant Dean of Instruction</td>
<td><em>x</em> Administration ___ Faculty</td>
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<td>___ Staff ___ Hourly Admin Level III</td>
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Date Position Available: August 1, 2013

Salary Scale: Salary based on experience and education

Qualifications & Experience:

MANDATORY:  (M1) Master’s Degree in Education or a closely related field from a regionally accredited institution of higher learning. (M2) Classroom teaching experience. (M3) Applicable administrative and supervisory experience. (M4) Scheduling and budgeting experience. (M5) Superior interpersonal, written, and oral communication skills. (M6) Proficient in Microsoft Office Suite, E-mail, and Internet.

DESIRABLE: (D1) Doctorate in Education or a closely related field from a regionally accredited institution of higher learning. (D2) Work experience in a multi-campus community college. (D3) Knowledge of emerging instructional technologies, including e-learning. (D4) Familiarity with Banner.

The College:
The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gauter, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

Application Information & Deadline

For additional information on the position, contact:

Dr. Jonathan Woodward
Dean of Instruction
MGCCC – Jackson County Campus
2300 Hwy. 90
Gautier, MS 39553
(228) 497-7627
jonathan.woodward@mgccc.edu

Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:

August 8, 2013

Mail all documents to: Human Resources Office
P.O. Box 609
Perkinston, MS 39573
E-mail: human.resources@mgccc.edu

Job Listing Web Address: www.mgccc.edu

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the District Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.
JOB DESCRIPTION
Assistant Dean of Instruction
Jackson County Campus

GENERAL STATEMENT OF FUNCTION:
Incumbent is responsible for coordinating and monitoring all educational activities of the campus during the evening and weekends, including adjunct instructors. This includes academic, technical, vocational, and special programs. The Assistant Dean of Instruction reports to the Campus Dean of Instruction.

DUTIES AND RESPONSIBILITIES:

1. Coordinate programs, courses, and services that meet the educational needs of students who attend college on evenings and weekends.

2. Insure that the Campus VP, Deans, and Department Chairs are well informed concerning evening and weekend operations, including exemplary performance and problems that need to be addressed.

3. Assist with registration as directed by the Campus Dean of Instruction.

4. Assist in the development of class schedules as directed by the Campus Dean of Instruction.

5. Assist with supervising and coordinating adjunct instructors, including the recruitment of qualified individuals for potential employment. Prepare contracts and payroll for all adjunct instructors for the campus.

6. Provide student advisement and counseling.

7. Conduct faculty meetings as directed by the Campus Dean of Instruction.

8. Plan, coordinate, and conduct orientations for adjunct instructors as directed by the Campus Dean of Instruction.

9. Coordinate with the Campus Dean of Instruction and other administrators the assignment of evening and weekend classrooms.

10. Facilitate, as assigned, students services functionality at night (e.g., collect fees, advise students, etc...).

11. Responds to on-campus student health and first aid issues during the evenings.

12. Administer College/Campus policies and perform such administrative duties as may be required during assigned hours in the absence of the Campus Vice President and Deans.

13. Assume responsibility for entry and storage of all adjunct attendance records.

14. Assume responsibility for campus facilities during assigned hours.
15. Assist in an annual review of all publications and forms used in the instructional area and recommend appropriate revisions.

16. Insures, in conjunction with the Dean of Instruction, that each student has an appropriate faculty advisor.

17. Maintain current knowledge and skills relative to the BANNER administrative software.

18. Works with counterparts from other campuses and the district office to insure consistent administration of college policies and procedures.

19. Works constantly to promote a student-centered attitude among all campus employees. Emphasize and incorporate student retention and completion efforts.

20. Serves on the Campus Leadership Team.

21. Serve as designated campus administrator for the LINCS program

22. Serves on college wide councils and committees, as assigned.

23. Assures campus compliance with all college policies and procedures in an effort to assure the one college commitment to students.

24. Meet employee development units as required, including necessary training for job-related duties.


26. Maintain office hours from 1:00 PM – 10 PM (Monday – Thursday) and 8:00 AM – 5:00 PM (Friday). Summer college hours are adjusted to meet summer class schedule.

27. Performs all other duties as assigned.