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Non-Classified
Opening

Dean, General Education

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be the week of January 29, 2018 – interested candidates are encouraged to apply as soon as possible.

Full-time: 40hr/week
Salary: \$75,000 - \$85,440 annually

Location(s): Idaho Falls

SPECIAL NOTIFICATION: Incumbent will report directly to the Vice President of Instruction and Student Affairs. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

CLASS PURPOSE: This position exists to provide educational management and executive leadership primarily to the General Education courses with the purpose of making up the CEI Associate of Science and Associate of Arts degrees that would permit students to transfer to universities. The General Education/Transfer Dean provides leadership and direction in the development of assigned courses and program degrees; articulation agreements with four-year colleges and universities; and collaboration with business and industry. The Dean will maintain accreditation standards with the NWCCU for these degrees; provides a positive environment for innovative teaching and learning; and advocates for faculty, students, staff, and the mission of CEI. The Dean reports to the Vice President of Instruction and Student Affairs.

RESPONSIBILITIES:

- Advocates for faculty, staff, students, and other stakeholders in the mission of the College of Eastern Idaho
- Builds close relationships with universities, faculty and educational leaders in the region to ensure that CEI is offering associate's degrees and GEM courses that best meet transfer of CEI students into bachelor's programs.
- Coordinates and administers scheduling of classes, faculty hires and teaching assignments for faculty
- Ensures a positive environment for teaching and learning
- Evaluates courses and programs regularly in conjunction with university faculty and colleagues in other community colleges
- Monitors enrollment patterns, cost/benefit information, employment and other development and needed changes. Works closely with CEI Student Services staff to enhance retention and degree completion
- Develop processes to improve enrollment/transfer to reduce time to degree and improve student satisfaction
- Participates in strategic planning and marketing meetings of the various departments
- Plans, organizes, and monitors expenditures of General Education budgets and grants

- Hire qualified faculty, professional staff and provide professional development to instructional staff
- Promotes a team effort while supervising the faculty and staff on a daily basis
- Oversee and provide leadership in curriculum committee and program development, to ensure rigor and teaching excellence
- Provide leadership in program and department accreditations and reports
- Regularly evaluates faculty, directors, and classified staff reporting directly to this position
- Researches and designs new program offerings

Instructional Leadership

- Advocates and represents the department on committees, councils, and taskforces at the college, local, state, and national level
- Provide input in setting the College's Educational Master Plan, College Strategic Planning, and mission fulfillment. Works closely with other managers on the Dean's Council
- Provides leadership and guidance for staff recruitment and professional development of faculty and staff
- Participates with Instructional leadership in policy formulation related to instructional programs, curriculum development, delivery of credit student development, and administrative services

Education and Technology Development

- Promotes and supports departments in the use of new instructional technologies and best practice to improve educational delivery
- Maintains leadership for learner outcomes and assessment of all courses and programs
- Supports faculty in assessing learner outcomes and program review
- Research and use "best practices" for advising and degree pathway planning
- Actively address the "go on" rate with strategic advising both pre and post enrollment
- Manages the student appeals process in the Academic Programs at CEI

Collaboration

- Maintains a good working relationship with the Idaho State Board of Education and colleagues from Idaho colleges and universities
- Meet regularly with IAC (Instructional Academic Council) and participates with the statewide CAAP meetings
- Develops, maintains, and promotes articulation agreements with four-year colleges and universities
- Develop opportunities for AA and AS degrees in rural Idaho areas
- Conveys by words and action the values expected by CEI
- Performs other duties as assigned

MINIMUM QUALIFICATIONS OR REQUIREMENTS:

- Master's degree from a regionally accredited institution in a teaching discipline, education, educational administration/management, counseling/student services, or a closely related field

- Five (5) years of leadership and administrative experience in educational leadership is required
- Two academic years or equivalent of full-time post-secondary classroom teaching is required
- Community college or two-year technical college experience is preferred. Training or demonstrated experience is preferred in the following areas: human resource management, organizational development, teaching and learning, change management, revenue generation, and working with college transfer programs

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and related office technology.

HOW TO APPLY:

Electronically submit a completed application packet (in .pdf or Word format) to hr@cei.edu. The application packet must include the following:

1. State of Idaho Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire. For additional questions contact: **Human Resources at (208) 535-5495** or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.