



INTENT TO EMPLOY

Posting Date: December 2, 2021

Closing Date: January 4, 2022

POSITION: Associate Dean of Health Services

POSITION AVAILABLE: February 2022

REQUIRED QUALIFICATIONS:

- Master's degree from a regionally accredited institution
- Minimum of three years full-time teaching experience in a health-related program at the collegiate level
- Current health profession license
- Administrative experience with supervision of health services program(s)

PREFERRED QUALIFICATIONS:

- Experience working in a community college environment
- Experience in accreditation and/or managing continuous compliance with accreditation guidelines and standards

SALARY SCHEDULE PLACEMENT: Range of \$81,820 - \$117,366, based upon the Alabama Community College System and Shelton State Community College Salary Schedule C-1 to be determined by the applicant's education and years of applicable experience. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in accordance with the applicable work experience verification requirements stated in the official job posting.

JOB DUTIES AND RESPONSIBILITIES:

A. Leadership

- Promote academic integrity and create an effective teaching and learning environment
- Provide leadership in health program review, accountability, viability, institutional effectiveness, and accreditation
- Assist in providing fiscal leadership for health programming and budget development
- Participate and/or represent the health services division in professional associations, accrediting agencies, government agencies, foundations, and local community groups
- Seek out and participate in leadership and professional development activities as appropriate
- Assist in the development of grant proposals as applicable
- Assist the health services division in meeting all program viability requirements and program standards of the Alabama Community College System, the Southern Association of Colleges and Schools Commission on Colleges, and the appropriate program accrediting agency
- Ensure that the faculty and staff of the health services division of the College utilize appropriate up-to-date instructional technology

B. Communication

- Ensure and facilitate the appropriate, orderly, and timely flow of information from the health services division's instructional programs and support units to the Dean of Instruction and other principal administrators
- Ensure and facilitate the appropriate, orderly, and timely flow of information from the Dean of Instruction, principal administrators, and administrative staff to the faculty and staff of the health services division
- Maintain effective communication among all instructional programs and support units of the health services division
- Maintain open communication channels with the leaders in the health services division's instructional programs through regular meetings with program directors and other program faculty or staff
- Initiate, maintain, and assure teamwork among all college units through communication of the health services division's instructional priorities
- Demonstrate excellent communication skills, both written and oral

C. Planning

- Ensure that instructional programs and instructional support units within the health services division participate actively and creatively in the planning process of the College, preparing and implementing an effective annual plan that supports the vision, mission, goals, and objectives of the College

D. Faculty

- Lead and assist in the recruitment and retention of full-time and part-time faculty as well as staff personnel supporting the health services division
- Identify in-service training needs and create professional development opportunities for health services division faculty and support staff as appropriate
- Ensure faculty participation in college activities and special events such as graduations, awards days, and preview days

E. Instructional Programs

- Develop and evaluate health services instructional programs, curriculum, and services that meet community needs
- Work with the program directors in the preparation and evaluation of the schedule of classes within the health services division
- Coordinate the transfer of information on class and exam scheduling for the health services division
- Ensure that institutional effectiveness efforts (including program review) are implemented and integrated into all health services division instructional programs and support units
- Identify computer and information technology needed to upgrade, sustain, or enhance health services program instruction
- Demonstrate knowledge of alternative instructional delivery systems
- Assist with the assessment of health services faculty, programs, and student learning
- Facilitate effective instructional processes and procedures that foster student success

F. Budget

- Assist the Dean of Instruction in formulating and implementing an annual budget that supports the vision, mission, goals, and objectives of the College, related goals of health services instructional programs and units, and the operational needs of the health services division's instructional programs and support units

- Supervise the expenditure of funds from the annual budget for the health services division's instructional programs and support units

G. Working Relationships

- Facilitate, support, and foster team activities and teamwork within the health services instructional programs and support units
- Demonstrate ethical behavior, loyalty, honesty, and integrity with all colleagues
- Represent the health services division of the College with other administrators and staff
- Maintain a liaison and a positive working relationship with the Dean of Instruction and other principal administrators
- Establish and maintain positive working relationships with other administrative colleagues, faculty members, and staff

H. Administrative

- Assist the Dean of Instruction with health services instructional planning and prepare institutional reports as requested by internal and external sources
- Ensure health services program compliance with accreditation requirements of the appropriate program accrediting agency; Southern Association of Colleges and Schools Commission on Colleges; and the policies, procedures, and guidelines of the Alabama Community College System
- Mentor and evaluate health services faculty, staff, and administrative personnel
- Assist health services faculty and support staff with the development of class/work schedules which support maximum opportunities for student enrollment and engagement in the teaching and learning process
- Assist the Office of Institutional Research and Effectiveness in the analysis of statistical data pertinent to the health services division's instructional programs
- Assist the Dean of Instruction in ensuring the effective and maximum use of health services division resources including, but not limited to, classrooms, labs, equipment, and office work areas
- Assure compliance with state, regional and federal statutes and guidelines for degree, certificate, and program requirements
- Review and submit health services faculty contracts to the Dean of Instruction for approval
- Submit health full-time faculty requests for advancement in rank to the Dean of Instruction in accordance with outlined policies
- Make recommendations to the Dean of Instruction on the hiring of full- and part-time faculty
- Make recommendations to the Dean of Instruction on the appointment of health services faculty to committees and/or teams of the College and the Alabama Community College System
- Perform additional duties as assigned by the Dean of Instruction and the President

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense for all In person interviews.

APPLICATION REQUIREMENTS: A completed application packet consists of:

- ✓ A cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position.
- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ Copies of postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned that demonstrate that the applicant meets the minimum educational requirements for the position. If employed, official transcripts must be received in the Office of Human Resources prior to the employment start date.

Application materials must be mailed, emailed, or hand delivered to the following:

Office of Human Resources
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405
hr@sheltonstate.edu

No faxed applications will be accepted. If you have questions, please call 205.391.2272.

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is **January 4, 2022 at 5:00 p.m.** Absent special circumstances, Incomplete or late application packets will eliminate the possibility of an interview.

**IMPORTANT – PLEASE READ CAREFULLY
WORK EXPERIENCE VERIFICATION:**

Meeting Minimum Requirements: If the requirements for a position list work experience in a field or area the Applicant must provide written verification(s) of their applicable work experience in order to be hired for the position. Such written verification(s) of work experience must demonstrate that the applicant meets the minimum work experience requirement. Applicants who do not produce this information as indicated will be ineligible for hire and subject to having any offer of employment withdrawn.

Salary Calculation: For all positions on all Salary Schedules, the salary amount for the selected applicant is determined by step placement on the applicable schedule. Step placement is dependent upon the following: (a) all work experience in public education in Alabama and (b) all other work experience outside of public education in Alabama that, in the sole judgment of the College, directly relates to the requirements of the position. The applicant selected for the position must provide written verification(s) of this work experience within the time provided herein if such experience is to be considered in determining their initial step place on the Salary Schedule.

Format for Work Experience Verifications: Work experience verifications should be in the form of verification letters from employers and must include complete employment dates, job title(s), job duties, and an indication whether such employment was full-time or part-time, and if part-time, the average number of hours worked each week. The letters should be on official letterhead and contain an authorized personnel signature. The College's official employment verification form is also acceptable and is available upon request. If an employment verification cannot be obtained due to a legitimate

reason, for purposes of meeting minimum requirements an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. However, such documentation is generally insufficient for salary calculation purposes if job duties are not self-evident in the documentation.

Deadline for Producing Work Experience Verification: With limited exception, work experience verification documentation must be produced prior to any official offer of employment. Work experience verification from a current employer may, upon request, be delayed until an official offer of employment. Any offer of employment at a salary step greater than zero (0), or made without prior verification of any required work experience, is contingent upon production of this documentation by the applicant within ten (10) days of the offer.

It is the applicant's sole responsibility to provide this verification of work experience. The College is not responsible for any cost associated with such verifications.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant will be responsible for the cost of the criminal background check.

This employer participates in E-Verify.