

## DEAN OF HUMANITIES

### Job Description

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA CODE:** EXEMPT  
**SALARY CODE:** 12

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

Directs and coordinates the Division of Humanities and its programs and course offerings, by providing leadership in the ongoing development of an innovative and current curriculum that prepares students for transfer and career opportunities; fostering collaboration across disciplines to promote faculty partnerships and deep learning through learning communities, service and cooperative learning and other proven pedagogical strategies; providing administrative and instructional leadership to the faculty in the respective disciplines; and serving in an advisory capacity in all matters relating to the curriculum and the instructional process.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, administers, manages, and evaluates the Division of Humanities programs and course offerings.
- Provides leadership and vision for the creation and implementation of a strategic plan for credit, non-credit and workforce programs offered within the Division of Humanities.
- Develops and implements new programs and courses within the Division of Humanities in response to the needs of the community.
- Functions as the instructional leader for the Division of Humanities in the development, assessment, and revision of curricula, program outcomes, and student learning outcomes in collaboration with faculty.
- Interacts with community groups, local school districts, business and industry regarding their specific training needs.
- Assists in the development and the writing of proposals.
- Provides recommendations to the Vice President for Instruction for the employment, assignment, evaluation and professional development of all full-time and adjunct faculty within the Division of Humanities.
- Verifies and approves faculty credentials within the Division of Humanities in collaboration with the Vice President.
- Participates in faculty and committee activities.
- Reviews, maintains and evaluates the divisional budget and directs, in collaboration with the Vice President of Instruction appropriation of funds and expenditures relating to programs and courses within the Division of Humanities.

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- Develops, implements, monitors and revises policies and procedures relating to the Division of Humanities in collaboration with the Vice President of Instruction.
- Leads the process for systematic program review and evaluation as per the model adopted by the College for the Division of Humanities.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Develops and maintains positive partnerships with the Texas Higher Education Coordinating Board (THECB), the Texas Workforce Commission, local workforce boards, local economic development agencies, program advisory committees, business and industry, school districts, and other governmental, community and educational institutions.
- Develops marketing and promotional strategies for programs and courses within the Division of Humanities, in collaboration with the College's Office of Marketing and Public Relations.
- Works with faculty and staff to resolve student issues and complaints in compliance with College policies and procedures.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

### REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrated knowledge of curriculum and program development and evaluation, as well as needs assessment and marketing of the courses and programs within the Division of Humanities.
- Demonstrated knowledge of the planning, implementation and monitoring of program budgets in an educational environment.
- Demonstrated knowledge of the rules, regulations and principles of the THECB, the state's *Lower-Division Academic Course Guide Manual (ACGM)* and *Workforce Education Course Manual (WECM)*, and the Southern Association of Colleges and Schools Commission on Colleges.
- Demonstrated knowledge in the administration and development of programs.

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- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Master's degree from an accredited college or university, with a major in one of the instructional areas within the Division OR graduate coursework sufficient to teach within a college discipline.
- Minimum of three (3) years of administrative and/or managerial experience in a comprehensive community college or university at a director's level or above.
- Minimum of three (3) years of experience developing, managing, and evaluating humanities-related programs, including those within a computer-assisted learning environment.
- Minimum of three (3) years teaching experience at the post-secondary level.
- Experience in collaborating with educational, business and/or government groups.
- Successful experience with and understanding of federal, state, local and private grant funded programs.
- Experience in organizing, developing and implementing operational systems and writing guidelines in an educational setting and managing a high volume workflow office.
- In-depth understanding of planning, program development, evaluation, and budgeting.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Doctoral degree from a regionally accredited college or university.
- Teaching and administrative experience in comprehensive community college setting.

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**CERTIFICATES AND LICENSURES**

- None required

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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## Posting Specific Questions

Required fields are indicated with an asterisk (\*).

1. How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a master's degree from a regionally accredited college or university, with a major in one of the instructional areas within the division OR graduate coursework sufficient to teach within a college discipline?
  - Yes
  - No
3. \*Do you have a minimum of three (3) years of administrative and/or managerial experience in a comprehensive community college or university at the director's level or above?
  - Yes
  - No
4. \*Do you have a minimum of three (3) years of experience developing, managing, and evaluating humanities-related programs, including those within a computer-assisted learning environment?
  - Yes
  - No
5. \*Do you have a minimum of three (3) years teaching experience at the post-secondary level?
  - Yes
  - No
6. Do you have experience in collaborating with various educational, business, and/or government groups?
  - Yes
  - No
7. Do you have successful experience with and understanding of federal, state, local and private grant funded programs?
  - Yes
  - No
8. Do you have experience in organizing, developing and implementing operational systems and writing guidelines in an educational setting and managing a high volume workflow office?
  - Yes

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- No
- 9. Do you have in-depth understanding of planning, program development, evaluation, and budgeting?
  - Yes
  - No
- 10. Do you have a doctoral degree from a regionally accredited college or university with a major in one of the discipline areas within the Division?
  - Yes
  - No
- 11. Do you have teaching and administrative experience in comprehensive community college setting?
  - Yes
  - No