



Date: June 8, 2021

Title of Position: Associate Dean of Academic Affairs

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Admin Unit as a Level 5H. This position is budgeted at \$61,339.14.

POSITION SUMMARY: The Associate Dean reports directly to the Dean of Academic Affairs, providing leadership and direction in matters relating to curriculum and program development, accreditation, assessment and evaluation, academic support services; ensures that MCCS/CMCC policies are followed consistent with their intent; implements the College's academic sanction process; leads College-wide efforts in open education resources (OER) and prior learning assessment (PLA); leverages data findings to make informed decisions for academic success strategies, programs and outcomes. This position supervises TRIO support services and the Learning Commons. Actively serves on committees. Must be available to work a flexible schedule that includes some travel, day, evening and weekend hours.

MINIMUM QUALIFICATIONS:

- Master's Degree
- 3+ years of experience in higher education
- Supervisory experience
- Demonstrated excellent interpersonal and communication skills

PREFERRED QUALIFICATIONS:

- Doctorate Degree
- Experience teaching in higher education, ideally in a community college setting

APPLICANT PROCESS: Consideration of applications will begin June 23, 2021, and continue until the position is filled. Please send a letter of application addressing the above, college transcripts, a current resume including names, addresses and telephone numbers of three professional references, and a completed CMCC employment application (available at www.cmcc.edu) to:

Suzanna Gallant, Director of Human Resources
Central Maine Community College
1250 Turner Street
Auburn, ME 04210
sgallant@cmcc.edu

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