



**Date: September 21, 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. Proof of Covid-19 vaccination will be required prior to the first day of employment.

**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 October 5, 2021, and continue until the position is filled. Please send a letter of application addressing the above, most recent 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](http://www.cmcc.edu)) to:

Suzanna Gallant, Director of Human Resources  
Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210  
[sgallant@cmcc.edu](mailto:sgallant@cmcc.edu)

To enrich education through diversity, Central Maine Community College is an Equal Opportunity Affirmative Action Employer. For more information, please call (207) 755-5396.