

Position:

Dean of Health Careers and Science (Unclassified MnSCU Administrators' Plan)

Appointment:

Full-time
Unlimited

Location:

Brooklyn Park/Eden Prairie Campuses

Application Deadline:

Open until filled. First review of resumes will occur June 1st.

Send materials to:

hr@hennepintech.edu OR
Hennepin Technical College
HR/Dean of Health & Science Search
9000 Brooklyn Blvd.
Brooklyn Park, MN 55445

Contact:

Missy Miller
Human Resources
Email: missy.miller@hennepintech.edu
Phone: (763) 488-2494
Fax: (763) 488-2992



Minnesota
STATE COLLEGES
& UNIVERSITIES

Responsibilities:

- Provide the leadership and direction necessary to ensure the delivery of high quality health career and science programs at Hennepin Technical College.
- Hire and supervise full and part-time faculty and staff as needed for the health career and science program areas.
- Provide the leadership and direction necessary to develop, establish and improve certificate, diploma, AAS Degree and AS Degree programs.
- Serve as a member of the college administrative decision-making team and assume leadership roles as assigned in settings such as: Deans' meetings, strategic planning and academic planning, budget planning, Academic Quality Improvement Program, etc.
- Collaborate with business, industry, economic development agencies, high schools and two-year and four-year higher education institutions to enhance the success of the college.
- Promote a positive environment for teaching and learning including support for expansion of online and other innovative learning technologies into the curriculum.
- Assess the effectiveness of instruction by observing faculty teaching techniques in lecture and lab, reviewing course surveys and other instructional feedback methods.
- Serve as first-line administrator in resolving student, faculty and staff issues.
- Promote and administer program review and assessment of student learning initiatives.
- Facilitate the development of academic and divisional budgets/allocations, enrollment goals, staffing assignments, and monitor results.
- Secure outside/grant funding for academic programs; develop collaborative relationships with related business and community partners.
- Administer the applicable labor agreements for employees under supervision.
- Understand and effectively administer college policies, regulations, procedures and practices for effectiveness and compliance with federal, state and system regulations, directives, and guidelines.
- Perform all supervisory tasks in accordance with statewide policies related to affirmative action, nondiscrimination/harassment and employee safety.
- Provide opportunities for employee professional growth and development.

Minimum Qualifications:

- Master's degree in a relevant discipline from an accredited institution.
- Three years full-time equivalent experience in teaching at an institution of higher education.
- Experience in higher education leadership (e.g., team, department, dean, etc.) or leadership related to the field of supervision.
- Experience in working with people from diverse backgrounds.
- Competency in oral and written communications.

Preferred Qualifications:

- Doctoral degree from an accredited institution.
- Experience in teaching health career and/or science higher education programs.
- Experience in administration in a higher education institution with collective bargaining units.
- Experience in administration and supervision of health career and/or science higher education programs.
- Experience in working with higher education students from diverse backgrounds.
- Experience in program and/or higher learning institutional accreditation (HLC AQIP/PEAQ).
- Experience in collaborating with K-12 partners, four-year universities and the healthcare/science industry.

Application Procedure:

Submit letter of interest, current resume and contact information for 3 professional references. If you wish to send your application materials electronically, please use the following email address: hr@hennepintech.edu

Links:

- Employment for this position is covered by the MnSCU Administrators plan which can be found at: <http://www.hr.mnscu.edu/LR/Contracts/adminPlan05-07/adminPlan.pdf>
- For more information about Hennepin Technical College, please visit our website at: <http://www.hennepintech.edu>

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