



North Hennepin
Community College

Dean of Liberal Arts and Global Education

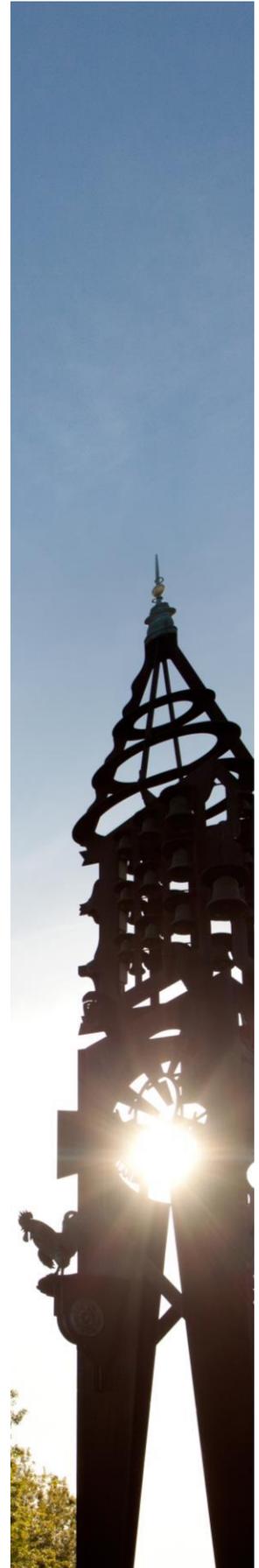
North Hennepin Community College, one of the largest and most diverse two-year colleges in Minnesota, is accepting applications for the **Dean of Liberal Arts and Global Education**.

The Dean of Liberal Arts and Global Education provides educational management and leadership for faculty and programs in Anthropology, Economics, English, Geography, Global and Cultural Studies, History, Philosophy, Political Science, Psychology, and Sociology. The Dean supervises the library, and the writing center. The Dean also provides leadership for the AA in Liberal Arts, the AS in Law Enforcement, the AS in Criminal Justice, the AFA in Creative Writing, and the AA with emphasis in History. The Dean chairs the Global Education Committee and supports efforts to globalize the curriculum and further internationalize the college community. The new Dean will also have the opportunity to lead new programs in Literature and Psychology.

The person in this position will create joint programming to increase articulation agreements with our four-year partners and to assist in the development of undergraduate research and a scholarly journal in the Social Sciences.

Responsibilities:

- This position exists to provide educational management and leadership to achieve a high standard of excellence and innovation in teaching and learning, student success, and faculty and staff professional growth in the Liberal Arts.
- The Dean provides leadership, policy development, and direction in the development of programs; articulation agreements with four-year colleges and universities; collaboration with secondary education; maintains accreditation standards in the programs.
- The Dean provides a positive environment for teaching and learning; gives direction and leadership for conflict resolution and advocates for students, staff and the various departments.
- The successful Dean will be defined by colleagues as a trusted advisor, whose empathy is demonstrated through inclusiveness and service to others.
- This person will be described as having integrity, humility, and an inviting demeanor that puts those around him/her at ease.
- Consistent with the college's mission, this leader will demonstrate a strong commitment to the value of diversity among students and staff, as well as sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of NHCC students.
- The Dean works together with colleagues to create a strong sense of fiscal accountability across campus, and to create an atmosphere of trust and respect in which all can succeed.



Minimum Qualifications:

- Master Degree in a relevant discipline.
- 5 years in higher education including 2 years of faculty experience.

Preferred Qualifications:

- Terminal Degree.
- Demonstrate the understanding of the mission of a community college.
- Provide evidence of a strong and clear commitment to diversity among students, faculty, and staff and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
- Experience with collective bargaining and contract administration and demonstrated success in promoting the values of shared governance and participative management.
- Awareness of the imperatives of assessment and accreditation.
- Track record of proven assessment project success, and ability to propel professional development initiatives within an organization.
- The ability to build an academic division that is founded on the importance of communication and collaboration, and must be supportive and empowering to the faculty, staff, and students of the departments.
- The ability to identify and effectively promote opportunities and resolve problems, and competence in communication with diverse groups are critical to this position.
- Highly effective interpersonal and communication skills including the ability to listen, the willingness to communicate frequently with individuals and groups, the ability to write effectively are very necessary to effectively function within this position.
- The ability to utilize collaborative processes and team leadership to involve staff in decision making is required.
- The position also requires the ability to establish and maintain productive, collegial and professional working relationships with the internal and external college communities and to develop and sustain new programming.
- The Dean must also demonstrate a willingness to use and promote the use of technology and up-to-date teaching methods in the classrooms. This will include responding creatively to new education and technology issues and exhibit the spirit of entrepreneurship in the work of the department.
- Facilitation skills in order to effectively supervise staff, evaluate and reward performance, and recommend professional improvement and growth opportunities.
- The position's administrative/policy role is of a direct, "hands-on nature" thereby requiring a high level of diplomacy, energy, tenacity, teamwork and patience.
- The ability to understand broad, conceptual matters involving educational empowerment, and the critical need for attention to detail, represent two competing but equally important requirements of this position.
- The ability to promote the Department, NHCC and their opportunities is also required.
- The position is a member of the President's Leadership Team (PLT) and the Academic Leadership Team, requiring the ability to be an effective team member; the willingness to share ideas, thoughts, and opinions and the willingness to actively participate in administrative activity and decision making.
- Analytical ability is required in scheduling, facility management and budgeting activities as well as academic and administrative policy and decision making. An understanding of the collective bargaining process and skill in administering collective bargaining agreements are very important.
- The Dean must possess a clear vision for online learning and technology enhanced education as it exists today and in the future.

The College

North Hennepin Community College, a member of the Minnesota State Colleges and Universities System, serves approximately 10,000 students and located in the urban community of Brooklyn Park, MN which is a northern suburb of Minneapolis. NHCC is one of the most diverse colleges in Minnesota with over 40% of our students coming from communities of color. The college offers many two-year degrees and certificate programs which lead to baccalaureate programs.

Our campus community demonstrates a strong commitment to our mission, *engaging students, changing lives*. We are focused on creating opportunities for our students to reach their academic goals, succeed in their chosen professions, and to make a difference in the world.

To accomplish this mission, North Hennepin strives to hire faculty who are committed to diversity, inclusiveness, trust and integrity – with an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of our students. Furthermore, North Hennepin Community College is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, and persons with disabilities.

The Salary

Salary range is \$73,612 - \$117,783.

For more information on the Personnel Plan for Administrators please reference the following link:

http://www.hr.mnscu.edu/Cabinet_Executive_Se/documents/AdminPlanNonLeg.pdf

Application:

To apply, visit: <http://agency.governmentjobs.com/nhcc/default.cfm>

Applications must be received by: Midnight on August 1, 2014.

Qualified applicants are required to attach the following documents to their online applications:

- Provide cover letter.
- Provide resume.
- Transcripts-Valid unofficial copies of your transcript showing conferred/awarded date, with your name and the academic institution's name/logo are required. We are not able to accept copy/paste word documents with a list of courses/grades or DARS reports. If selected for hire official original transcripts will be required.
- The names, addresses, and telephone numbers of three professional references.

Paper applications and resumes will not be considered.

If you need help submitting your online application, please contact NEOGOV at 1-877-204-4442, option 1 for technical assistance.

If you have other questions related to this job announcement please contact Human Resources at 763-424-0849.

Notice

- North Hennepin Community College does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, marital status, national origin, citizenship status, age, disability, or veteran's status in employment, education and all other areas of the college.
- The College provides reasonable accommodations to qualified individuals with disabilities upon request. This document can be made available in alternative formats such as large print or audio tape by calling 763-424-0966 or TDD 763-493-0558.
- In accordance with the MnSCU Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a motor vehicle records check.

For more information on North Hennepin Community College please visit <http://www.nhcc.edu>.