

Cincinnati State Technical and Community College
Cincinnati, Ohio

Position Specifications

Dean of Humanities and Sciences

Summer 2012

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cincinnati.state.edu

THE OPPORTUNITY

Overview:

Cincinnati State is presently seeking an experienced academic administrative leader for the Dean of Humanities and Sciences position. This position serves as the senior academic officer for the Humanities and Sciences Division and is responsible for the overall management and leadership of that division. The position reports to the Academic Vice President.

Founded in 1966, Cincinnati State Technical and Community College (Cincinnati State) takes great pride in preparing students to be successful in achieving their academic goals, whether that includes transferring to a four-year college/university, or entering the workforce.

- 94% of Cincinnati State graduates stated that their program improved their ability to think critically and solve problems.
- 97% of Cincinnati State graduates stated that their education prepared them to continue successfully in their field of study.

Cincinnati State continues to expand both credit and non-credit programs and has scheduled the opening of a new campus this fall in Middletown, OH. Criminal Justice, Social Work, and Pre-Business Administration represent a few of the transfer education programs offered that lead to an Associate of Arts degree.

The college offers more than 100 associate degree programs, majors and certificate programs in the following academic divisions: Business Technologies, Center for Innovative Technologies, Health and Public Safety, Humanities and Sciences. Annually, more than 20,000 students enroll in Cincinnati State courses that are offered in the day, evening, and on weekends. International students attending Cincinnati State represent more than 75 countries. In addition to its academic and technical programs, the college offers many continuing education opportunities through short courses, seminars, and on-site training for area businesses and industries. The college is fully accredited by The Higher Learning Commission of the North Central Association for Colleges and Schools and also holds numerous programmatic accreditations.

Mission:

Cincinnati State Technical and Community College provides student-focused, accessible, quality technical and general education, academic transfer, experiential and cooperative education, and workforce development.

Vision:

Cincinnati State will be the technical and community college of choice in our region, nationally recognized for academic excellence, cooperative education and workforce development.

Values:

Cincinnati State:

- Embraces experiential and lifelong learning, personal growth, and employability.
- Creates and promotes a civil and respectful environment.
- Anticipates and effectively responds to changing stakeholder expectations.
- Honors the diversity of people and ideas.

The Position:

The Dean of Humanities and Sciences provides for and assures the integrity of all degree and certificate programs, course offerings, and cooperative education within the division. The Dean administers the selection, supervision, and evaluation of divisional faculty and staff, instructional fiscal planning, and community and industry relationships, and ensures the development and expansion of high quality academic programs designed to address community needs and provide stackable credentials and degrees that provide seamless articulation with all secondary and postsecondary partners. The position manages associate deans, program chairs, full-time and adjunct instructors, other contractual and non-contractual personnel.

Note: While the College would be pleased to have identified the candidate-of-choice in time to begin the 2012 Fall Academic Semester, a later fall or January start date may be acceptable.

Specific responsibilities include:

- Develop and implement a strategic plan for the division, including plans for achievement and maintenance of appropriate professional accreditation for programs, progressive use of technology for course delivery, and transfer assurance.
- Provide divisional leadership in instruction, curriculum and program development, clinical education, and cooperative education responsive to community/industry needs.
- Systematically evaluate and review divisional programs, curricula and courses. Use analysis of data to formulate recommendations regarding new or existing programs. Achieve satisfactory enrollments in all courses and programs.
- Actively seek grant opportunities and work with offices of Institutional Research and Grants Administration to collect and analyze meaningful data to respond to grant proposals and to inform division strategic initiatives.
- Promote a culture of mutual trust, respect, fairness, and integrity throughout the division.
- Lead growth in programs and enrollment, especially On-Line courses, programs, and degrees.
- Continue to support and build on College's reputation for high professional standards for teaching excellence through valuing 'best practices' and maximizing learning technologies across the curriculum.

Qualifications:

- Bachelor's degree required in a discipline related to the arts, humanities and sciences.
- Master's degree required.
- Doctorate degree required.
- Minimum of five years of experience in higher education, including administrative and teaching experience.
- Administrative experience managing budgets, directing personnel with varied duties, and familiarity with mission and function of a comprehensive community college.
- Experience preferred in working with collective bargaining agreements and managing grants.
- Experience with and appreciation of cooperative education, quality management principles, industry partnerships, distance education, college and secondary articulation, and diversity of people and ideas.
- Broad understanding of technology and the applications to teaching, learning, and administrative management.

Why consider the opportunity?

- Mission & Reputation: Cincinnati State is proud to be recognized as an “open door” institution, providing accessible and affordable opportunities for a diverse student body to attain a degree or certificate in over 100 areas in higher education. Accept the challenge to continue the enlightenment of internal and external constituents regarding the inherent values surrounding a strong liberal arts education at Cincinnati State.
- Professional Growth: Expand your own professional development by leading educational initiatives such as: improve student learning outcomes and retention, promote best teaching practices, hire high caliber faculty/staff, increase articulation agreements, expand enrollment through new courses, programs, and degrees while building relationships and partnerships throughout the region.
- Lifestyle: The Cincinnati region is the proud home to many ‘world class’ institutions in higher education, healthcare, and a broad array of corporate entities. A multitude of culture, arts, sports, recreational, and nature opportunities can be found among diverse historic neighborhoods and throughout the surrounding countryside.

Procedure for Candidacy

Confidential review of applications will begin immediately and continue until the position is filled. Nominations, expressions of interest, and applications (including a statement of application and curriculum vitae) should be submitted via email to jdelmotte@summitsearchsolutions.com.

For further information:

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Cincinnati State Technical Community College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment



Cincinnati, Ohio

Also known as the ‘The Queen City,’ Cincinnati is the seat of Hamilton County and is Ohio’s third largest city. Praised by Charles Dickens and Winston Churchill among others, Cincinnati is noted for its attractive hillside setting overlooking the Ohio River. The city enjoys a rich cultural history, particularly in choral and orchestral music, dating from German settlement in the nineteenth century. Once the nation's pork capital, Cincinnati today is home to several leading national corporations such as Procter & Gamble, The Kroger Company, and Macy’s Inc.

The Cincinnati area is a vibrant and progressive three-state, 15-county region that offers world-class assets in arts and culture, amusements, hospitality, sports and recreation. Cincinnati features all the amenities of a large, bustling metropolis while maintaining a friendly, small town atmosphere.

Cincinnati Facts:

- **Location:** Cincinnati is set on the north bank of the Ohio River in a narrow, steep-sided valley on the Ohio-Kentucky border in southwestern Ohio.
- **Population:** As of the 2010 census, 296,945 people were reported to reside within the city limits with a population of 2,138,038 residing in the Cincinnati metropolitan area.
- **Interesting Facts:**
 - Cincinnati was founded in 1788.
 - Cincinnati is known for its large collection of historic architecture. Over-the-Rhine, a neighborhood just to the north of Downtown Cincinnati, boasts among the world's largest collections of Italianate architecture, rivaling similar neighborhoods in New York City, Vienna and Munich in size and scope. Constructed mainly between 1850 and 1900, Over-the-Rhine was the center of life for German immigrants for many years, and is one of the largest historic districts listed on the National Register of Historic Places.
 - Cincinnati is home to two major sports teams, the Cincinnati Reds and the Cincinnati Bengals.

For additional information on Cincinnati, please visit:

Cincinnati Chamber of Commerce

http://www.cincinnati-chamber.com/liv_b.aspx?menu_id=180&id=7528

Cincinnati Local News

<http://www.local12.com/default.aspx>

Cincinnati Business Journal

<http://www.bizjournals.com/cincinnati/>



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