

St. Petersburg College

## POSITION DESCRIPTION

POSITION TITLE: **Dean, College of Business**

DEPARTMENT: **Baccalaureate Programs and University Partnerships**

SITE: **EPI**

SALARY SCHEDULE: **A&P**

GRADE: **F**

### **BASIC FUNCTION:**

Directly accountable for the College of Business associate's, bachelor's and certificate degree programs, including providing leadership for the faculty and staff at campus site, developing collaborative relationships and participative programs with industries, implementing, monitoring and executing quality student/academic programs.

### **RESPONSIBILITIES:**

- Uses administrative, management, and problem-solving skills to position the College of Business to become a recognized leader in developing well trained students.
- Fosters a climate of academic excellence. Provides innovative methods in the development and growth of the College of Business programs, invents and adopts interactive teaching/ instructional methods and collaborative learning experiences to deliver quality education.
- Develops, coordinates, and executes the systems, policies and procedures for College of Business.
- Provides leadership and support to secure and maintain AACSB International accreditation and appropriate state, regional and national entities.
- Coordinates general administrative procedures impacting the College of Business (budget preparation and management, student registration, course schedules, staff and program evaluation, catalog preparation, maintenance of essential data bases, etc.).
- Motivates empowers, coordinates, and evaluates, either directly or indirectly, the work activities of personnel associated with the College of Business.
- Recruits 'first rate' faculty and recruits 'business experts' as adjuncts and distinguished speakers
- Facilitates active programs of professional development of faculty/staff
- Establishes collaboration with key members of the business community and develops participative projects, recruits students from industry, maintains exchange of expertise between business community and the College of Business.
- Builds consensus and fosters cooperation among College of Business faculty and faculty across disciplines. Proactively handles issues between students/ faculty and administration.
- Identifies and develops employment opportunities and fosters the placement of students
- Maintains appropriate professional liaisons with local, state and national governmental and professional agencies.
- Encourage cooperation with other local institutions
- Advises the Vice President for Baccalaureate Programs and University Partnership Center on matters on business directions and future industry needs and other policy matters
- Promotes a student centered and culturally diverse environment, which emphasizes learning and teaching and sharing.
- Represents the academic vision of the College of Business to the community at large.
- Establishes a feedback mechanism to monitor and continually improve the program.
- Performs related work as required

### **EDUCATIONAL REQUIREMENTS:**

Doctorate Degree in Business, Management or related field;

**EXPERIENCE REQUIREMENTS:**

A distinguished record of teaching and service in a college or university or senior-level management. Experience in business. Experience in management in a professional environment including planning, budgeting, team building, problem solving and project management. Proven record of professional accomplishments and effective leadership.

**KNOWLEDGE/ABILITIES/SKILL REQUIREMENTS:**

Knowledge and successful experience in administration and management. Ability to deal effectively with students, faculty and staff. Ability to teach at baccalaureate level in either the business or management areas. Possession of interpersonal skills. Verbal and written communication skills.

Revised: 06/6/10