



ASNUNTUCK COMMUNITY COLLEGE JOB OPPORTUNITY

Associate Dean of Campus Operations (Manager 2, 12-month, non-tenure track position)

ANTICIPATED

STARTING DATE: August 2020

MINIMUM QUALIFICATIONS: Master's degree in an appropriate field with five or more years of related experience in higher education or academic administration, and at least three years of supervisory experience; or a combination of education, training and experience that would provide the competencies required for successful performance of the position's essential duties. Strong information technology literacy and effective oral and written communications skills are required. Candidates must also demonstrate substantial knowledge and abilities in the following areas: Budget and fiscal management; Facilities and Capital Planning and Management; Campus Operations and Security; Higher education administration; Supervision and training.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES: Under the direction of the CEO of the College, the Associate Dean of Campus Operations is accountable for the day-to-day campus environment and provides leadership, general direction, and administration of the campus' facilities, maintenance and custodial services, cashier and business office, information technology, emergency preparedness, and auxiliary services (e.g. campus security, bookstore, and food services). The incumbent will also assist the CEO in managing the overall budget and serves as a liaison with appropriate local, State, and College officials. Duties include, but not limited to, the following: budget preparation and management of cash and fiscal affairs, facilities operation, improvement and acquisition; equipment procurement/fixed asset management; emergency preparedness/campus safety; information services/internal communications, and operation of auxiliary services. Incumbent may be required to make public presentations to key officials, organize campus events, and move around campus for operating responsibilities.

In addition to the accountabilities listed above, the Associate Dean of Campus Operations is required to carry out the essential duties of attendance and participation at convocation and commencement ceremonies; service on assigned committees and task forces; attendance and participation at committee, staff, informational and professional meetings. May require travel to off-campus locations and may work some evenings and/or weekends.

MINIMUM SALARY: Manager 2, \$75,959 - \$98,739 approximate annual, State supported fringe benefits package.

TO APPLY:

TO APPLY, PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

Only complete application packages received by the closing date will be accepted for consideration. The final candidate will be required to successfully pass a background check and submit Official Transcripts.

- Letter of Intent
- Resume
- Names and contact information of three (3) professional references
- Typed Board of Regents Employment Application

You may email your application package to AS-Humanresources@asnuntuck.edu

JOB CODE: ADCO

APPLICATION DEADLINE: Open until filled

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community college, 170 Elm Street, Enfield, CT 06082.