

## ASSOCIATE DEAN - COMMUNITY COLLEGE (EOC)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the President of Westchester Community College, an incumbent of this position is responsible for the overall administration of the Educational Opportunity Center. Responsibilities include establishing long and short-term fiscal and programmatic goals; participating in recruitment, selection and evaluation of faculty and staff, and developing and monitoring operating procedures and qualitative standards. An incumbent serves as a member of the President's cabinet and participates in the formulation, interpretation and implementation of College policies, goals and objectives as set forth by the President. Supervision is exercised over a substantial number of educational, professional, and clerical support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees the administrative and operative functions of the Educational Opportunity Center and directs the effective planning and implementation of programs and services necessary to ensure the success of the Educational Opportunity Center;

Establishes long and short term goals for the Educational Opportunity Center which are consistent with the College's goals and objectives;

Develops programs based on research concerning the various methods of preparing educationally and economically disadvantaged students for higher education and employment;

Manages administrative details of the program to ensure that appropriate instructional assignments, and recordkeeping procedures are used;

Directs the recruitment, selection and evaluation of faculty and staff to provide quality educators and support staff;

Motivates professional development of employees and makes recommendations for promotion, tenure or dismissal;

Prepares and administers the EOC budget and participates in formulation of budgetary policy in accordance with college, county and state procedures;

Coordinates the Center's activities with the Office of Special Programs, State University of New York;

Establishes and maintains a system of communication that will assure close cooperation with, and support by, other institutions of higher education in the New York region and the community at large;

Participates in the discussion, formulation and interpretation of college policy;

Performs other duties as assigned by the President.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and procedures of education; thorough knowledge of the principles and techniques of administrative supervision and decision making; thorough knowledge of program development, implementation and evaluation, good knowledge of business and government; ability to identify problems, formulate and implement solutions; ability to establish and maintain professional relationships, sound professional judgment, integrity, resourcefulness, physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: Masters Degree\* and seven years of administrative experience, including three years in an administrative or supervisory position.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.