

## **Gadsden State Community College Administrative Staff**

### **President**

The President is the chief administrative officer of the College and reports directly to the Chancellor of the Alabama Community College System. The President is responsible for administering and supervising the total College program. As chief executive officer, the President must delegate authority and yet retain final responsibility for the effective operation of the College.

### **President's Cabinet**

#### **Dean of Academic Programs and Services**

The Dean of Academic Programs and Services is responsible for administering and supervising academic instructional services on all campuses and sites. The essential functions include but are not limited to executive oversight of the preparation of class schedules and instructor assignments; supervision of preparation of the College Catalog for publication; review and revision of the curriculum; manager of instructional budgets; supervision of library services and the Teaching/Learning Center; recommendation to the President on employment of personnel; compliance with SACSCOC Criteria/Principles of Accreditation and all specialty accreditations for academic instruction; compliance with ACHE policies; and compliance with ACCS BOT policies.

#### **Dean of Workforce Development**

The Dean of Workforce Development is responsible for administering and supervising technical program instruction on all campuses and sites. The essential functions include but are not limited to executive oversight of the preparation of class schedules and instructor assignments; supervision of preparation of the College Catalog for publication; review and revision of the curriculum; manager of instructional budgets; supervises cooperative education; recommendation to the President on employment of personnel; compliance with SACSCOC Criteria/Principles of Accreditation and all specialty accreditations for academic instruction; compliance with ACHE policies; and compliance with ACCS BOT policies.

#### **Dean of Financial and Administrative Services**

The Dean of Financial and Administrative Services is responsible for administering and supervising the financial and administrative services of the College to include financial affairs and auxiliary services. The Dean of Financial and Administrative Services is responsible for interpretation and implementation of ACCS BOT policies, federal and state regulations and other duties as assigned by the President.

**SECTION: Administrative Position Descriptions**  
**SUBJECT: President/President's Cabinet/Staff**  
**SOURCE REFERENCE: GSCC Internal Information**

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**NUMBER: C/1.2**

## **Dean of Health Sciences**

The Dean of Health Sciences is responsible for administering and supervising academic and clinical instruction for all health science related instruction on all campuses and sites. The essential functions include but are not limited to executive oversight of the preparation of class schedules, instructor and clinical assignments; review and revision of curriculum; manager of all health science division budgets; recommendation to the President on employment of personnel; compliance with SACSCOC Criteria/Principles of Accreditation and all specialty accreditations for health science instruction; compliance with ACHE policies; and compliance with ACCS BOT policies.

## **Dean of Enrollment and Retention**

The Dean of Enrollment and Retention is responsible for working closely with instructional deans, marketing/public relations, financial services, and information technology to ensure high quality of all services that impact students. The essential functions include but are not limited to providing leadership, strategic planning, and executive oversight of student enrollment, retention, and success for credit and noncredit programs, as well as being responsible for meeting enrollment, retention, and completion/graduation goals for the College.

## **Dean of Institutional Effectiveness, Grants and Special Projects**

The Dean of Institutional Effectiveness, Grants and Special Projects is responsible for administering and supervising the comprehensive institutional effectiveness program including annual planning, assessment, evaluation, and continuous improvement; institutional research by providing useable data for informed decision-making, planning, and programmatic formulation and management and internal and external reports on College performance. The Dean serves as the SACSCOC liaison; leads the reaffirmation process, is responsible for day-to-day oversight of the College's adherence to the SACSCOC Principles of Accreditation; provides executive oversight for grant writing, grant management, and grant administration for the College; provides executive oversight for the Program Review process, new program development, and special projects as assigned by the President.

## **Dean of Information Technology Services/Chief Information Officer**

The Dean of Information Technology Services/Chief Information Officer is responsible for the organization and direction of the College's ERP systems, application programming, college networking, system programming, computer technicians, telecommunications, and web based applications for the administrative areas of the College. The CIO serves as the liaison between the administrative and academic computing areas, is responsible for all reports essential to computer usage, supplies consumed, personnel matters, and oversight/control of budgets for Information technology services. The CIO develops and implements IT policies and procedures, including those for security, disaster recovery, standards, purchasing and service provision.

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## **President's Staff**

### **Director of Human Resources**

The Director of Human Resources is responsible for directing daily activities of the Human Resources Office to include oversight of the hiring process, ensuring compliance with federal and state employment laws, ACCS and BOT policies, and College guidelines, policies, and procedures; general employment functions and personnel practices; employee benefits administration; new employee orientation; personnel records management; and serves as Senior Personnel Officer (SPO) for purposes of the Students First Act.

### **Director of Public Relations and Marketing**

The Director of Public Relations and Marketing is responsible for leading, supporting, and coordinating the College's comprehensive marketing plan and public relations with colleagues, news media, community groups, and the public.

### **Director of Physical Plant**

The Director of Physical Plant is responsible to the President for planning, organizing, and directing safety and security, postal services, transportation, institutional building maintenance, custodial services, and designated capital projects in order to provide a safe teaching and learning environment for students and College staff.