



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 2/13/2023
Revised on: 2/24/2026

Job Title	Salary Schedule	Grade	Job No.
Dean of Health Sciences	B		
Reports To	FLSA Status	Grant Funded	Tenure Track
President	Exempt	No	No

JOB SUMMARY: Serves as the Chief Academic Officer for all health science programs. The Dean develops and administers the health sciences instructional budget, provides innovative and strategic visionary leadership, supervises program directors/direct reports, provides administrative oversight of personnel management/evaluation, and is actively engaged in the communities served by the College.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Earned Master’s degree in nursing, allied health, or related field **from an approved U.S. Department of Education accredited institution** required. Earned doctorate *preferred*.
- ◆ Minimum of five (5) years of professional experience in nursing, allied health, or related field required.
- ◆ Minimum of five (5) years of administrative/supervisory experience in a clinical setting or academia required. Documented administrative competencies in fiscal management, budget development and coordination, personnel supervision and evaluation, curriculum development, program development and evaluation enterprise management, and strategic planning required.
- ◆ Minimum of two (2) years of experience managing continuous compliance with state licensing/regulatory agencies, specialty accreditation, and/or a institutional accreditation (e.g., Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) required.
- ◆ Teaching and/or administrative experience at the two-year college level preferred.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to work well with diverse populations.
- ◆ Documented evidence of active engagement in professional, academic, and/or community activities.
- ◆ Documented evidence of development and implementation of innovative delivery systems and skills in educational methodologies.
- ◆ Highly effective communication and problem solving skills. Is adept in conflict resolution, team building, and promotion of strong, collaborative interpersonal relationships.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Leadership/Administrative

- ◆ Provide executive oversight and innovative leadership of all health sciences education programs and services including program development, maintenance, and revision.
- ◆ Ensure appropriate and timely evaluation of health sciences programs and personnel.
- ◆ Oversee development and implementation of strategic planning for all health science programs/services. Establish priorities and plans for program development.
- ◆ Responsible for compliance with institutional accreditation standards and regulations as well as specialty accreditation for programs eligible for new or continuing accreditation.
- ◆ Responsible for administrative oversight to ensure compliance with licensing and regulatory rules established by state licensing agencies.
- ◆ Build trusting relationships by acting with integrity, courtesy, and responsibility, even in stressful, contentious situations.
- ◆ Ensure that all departments/programs offer a flexible, student friendly schedule of course offerings; are responsive to student needs; provide excellence in academic delivery of all program components; and fully integrate technology into the instructional environment.
- ◆ Represent health science instructional programs/services in College governance, in system-wide committees, and in other venues as appropriate.
- ◆ Maintain liaison with secondary schools and four-year universities to coordinate course offerings and facilitate the transfer of students.
- ◆ Promote academic integrity and teaching/learning environments that are student centered and conducive to learning.
- ◆ Coordinate class schedule and development of the catalog and instructional calendar.
- ◆ Ensure compliance with College, the Alabama Community College System (ACCS), and ACCS Board of Trustee policies.

Faculty

- ◆ Actively promote and support faculty development and excellence in instructional delivery.
- ◆ Actively lead and manage faculty and staff in institutional effectiveness activities by providing oversight and accountability of all aspects of program assessment, evaluation, collection and aggregation of on-going assessment to validate need for current programs, and development and implementation of new programs.
- ◆ Work closely with appropriate personnel in the recruitment and retention of faculty and staff.

Students

- ◆ Work closely with other areas in the College to coordinate student retention efforts and student recruitment.
- ◆ Provide academic input to institutional enrollment management efforts.

Budget

- ◆ Manage activities and resources of the College to assure cost effectiveness, appropriate workload assignments, and quality instruction.
- ◆ Successfully manage department/program budgets within assigned areas; responsible for the total health sciences instructional programs' budget.
- ◆ Other duties as assigned by the President.
- ◆ Complies with all policies of the Alabama Community College System, and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

Work Environment:

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date