

## **Dean of Social Science & Business**

Salary: \$103,940.00 Annually

Location: Olympia Main Campus, WA

Job Type: Full-time

Division: Instruction

Job Number: 100022

\*Priority Review of Applications will take place on Wednesday, March 25, 2022.\*

The Dean of Social Science and Business reports directly to the Vice President for Instruction and is a member of the instructional administrative team responsible for planning, developing, implementing, supervising and evaluating instructional faculty, courses, programs and services to achieve the mission of the College. The dean is the lead administrator within the Social Science and Business division and has primary responsibility for instructional operations and activities including promoting, budgeting and scheduling; participating in community outreach activities; and ensuring qualified faculty and staff are recruited and assigned to achieve the college and division program goals and objectives. The work of the dean requires continual collaboration with instructional deans and representatives from student services, information technology, business office, facilities, foundation, public relations, and human resources. The dean supervises academic transfer areas and professional and technical programs that prepare students to immediately enter the workforce.

**\*South Puget Sound Community College will be a “fully vaccinated campus” under the state’s higher education guidance. Proof of fully vaccinated status must be verified before your first day of work. Exemptions can be requested for medical reasons or sincerely-held religious beliefs. More information can be found here: <https://spsc.edu/covid-19/guidance-employees>.\***

South Puget Sound Community College is committed to increasing its cultural diversity with an emphasis on equity and inclusion among its professional staff. A firm understanding of antiracist policy development coupled with the skills to eliminate barriers that harm underrepresented people is a college requirement. The students that we serve come from a variety of backgrounds. On average, 43% of SPSCC students are people of color. We strongly encourage members of the underrepresented groups, veterans, and bi- or multi-lingual individuals to apply for this position to help meet the needs of our diverse students and service district.

### **And if that isn't enough? We also offer:**

- A healthy work/life balance for our employees with the opportunity for flexible work schedules and remote work depending on position and college needs

- Fine dining in the [Percival Room](#), offering vegetarian, vegan, and gluten-free choices as part of our Culinary Arts and Baking & Pastry Arts programs
- [Campus bookstore](#) offering snacks, apparel, and specialty supplies
- FREE [Bus service](#) every 15 minutes to downtown Olympia and beyond
- FREE [parking](#) on our campuses – permits are not required
- On-campus [child care](#)
- [Percival Creek](#), which runs beneath our campus footbridge, provides year-round beauty and views of Chinook, Coho, and chum salmon pass through each fall
- Many walking paths that are marked and on nicely paved sidewalks
- [Gym and recreation](#) facilities
- SPSCC promotes wellness with a variety of different [workshops and events](#) on campus
- Lots of activities with our [Artist & Lecture series](#), which are FREE for staff and faculty
- Many community events in the [Kenneth J. Minnaert Center for the Arts](#)
- Employee Resource Groups (ERGs) that offer an opportunity for SPSCC employees to gather and connect around issues that define them personally, and which affect their work at the College and their professional development. Current Employee Resource Groups include:
  - Staff and Faculty of Color (SFOC) ERG - an employee network which strives to create an intentional and relational foundation for community and trust building across different groups through shared values.

## What You'll Do

The Dean of Social Sciences and Business will need to:

1. Demonstrate leadership and actions that align with the social justice and equity goals of South Puget Sound Community College.
2. Use data as a foundation for decision-making that may include but not be limited to enrollment trends, retention rates, student demographic trends, and employment projections.
3. Effectively communicate, orally and in writing, with a variety of individuals and groups within and outside of the college.
4. Lead projects with groups of people from different perspectives from inception to completion.
5. Mentor faculty in the development of courses and programs and with specific knowledge of student learning outcomes, authentic assessments, and high engagement strategies that serve a diverse student body.
6. Develop effective industry connections to support the creation of relevant professional/technical programs and maintain industry relationships to ensure the long-term alignment of these programs with changing industry needs.

7. Identify divisional staffing needs and collaborate in the recruitment and retention of highly qualified personnel.
8. Provide supervision, change management, problem solving, team building and conflict resolution.
9. Follow and enforce current collective bargaining agreements in the supervision of staff and faculty.
10. Work with a diverse student, staff, college community population and the community at large.
11. Promote diversity, equity, and accessibility in all planning and operational activities.
12. Professionally develop staff and faculty.
13. Delegate tasks to supporting staff and faculty members.
14. Plan, develop, manage, and assess program budgets.
15. Work with accreditation processes both at the college level and for specific professional programs.
16. Advocate for a group or organizational unit while also understanding that your group or unit is one among many that support an overall institutional mission.

#### Qualifications You Possess

##### **Essential qualities:**

- Commitment to the mission and Core Themes of South Puget Sound Community College.
- Commitment to the statewide Guided Pathways framework for student success.
- Innovative approaches to support student success.
- Culturally competent and able to work with people from diverse backgrounds.
- Systems oriented.
- Strong communicator with a demonstrated ability to bring together multiple perspectives and clearly articulate a unified goal.

##### **Minimum Qualifications:**

- Master's degree from a regionally accredited higher education institution.
- 3 years of teaching experience, preferably in higher education.
- 3 years of supervision and leadership experience in an educational setting.
- Experience and/or leadership in serving, advocating for, collaborating with, and/or representing specific underrepresented marginalized communities.
- Collaborative -- The ability to work in culturally diverse groups toward a common goal by involving, including and valuing others.

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To Apply

**Applications must be completed online and include the following attachments:**

1. Cover letter addressed to the Screening Committee highlighting your ability to perform the responsibilities and competencies described in the job posting.
2. Current resume/CV showing all educational and professional experience which demonstrates how you meet the minimum and any preferred qualifications.
3. Copies of unofficial transcripts from institutions of higher education.

Top candidates will be notified directly to interview for this position. Selection will be based on the applicant's knowledge, skills, and abilities to perform the duties listed in this job posting as identified in the materials requested above. Applications with comments directing the reader to see attachments will be considered incomplete.

**Veterans Preference**

Applicants who meet the minimum qualifications and are wishing to claim Veterans Preference should redact their personally identifiable information from a copy of their United States Department of Veterans Affairs honorable discharge documentation and email to [Ksmith35@spscc.edu](mailto:Ksmith35@spscc.edu) with the job number for which they are applying in the subject line.

**Background Check Condition of Employment**

Employment with the college is contingent upon the successful completion of a comprehensive background check. Any adverse information will be considered on a case-by-case basis and does not automatically preclude a candidate from employment.

**Bargaining Unit**

This position has been designated as a bargaining unit position represented by the South Puget Sound Federation of Teachers, AFT/AFL-CIO, Local 4603.

**South Puget Sound Community College values diversity and is an Equal Opportunity Employer and Educator**

South Puget Sound Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). SPSCC provides reasonable accommodations for qualified students, employees, and applicants with disabilities in accordance with the Americans with Disabilities Act and Federal Rehabilitation Act. The following person has been designated to handle inquiries regarding non-discrimination policies, Title II and Title IX, Samantha Dotson, Executive Human Resource Officer /Title IX Coordinator, 360-596-5361, [ssoto@spscc.edu](mailto:ssoto@spscc.edu), Building 25, Room 220, 2011 Mottman Rd SW, Olympia, WA 98512; South Puget Sound Community College is a smoke-free/drug free environment.

Applicants needing accommodation in the application process in an alternative format may contact the Human Resources office at (360) 596-5500.