



Dean, Humanities and Social Science
Humanities and Social Science

HUM/1

JOB SUMMARY

This position is responsible for directing the operations of the Division of Humanities and Learning Support

MAJOR DUTIES

- Plans, coordinates and monitors all components of the division, including online offerings and support centers in math, foreign language, writing and information literacy.
- Supervises faculty and staff assigned to the division.
- Mentors new faculty; meets with faculty to discuss issues and concerns.
- Assesses and revises programs of study within the division and the core curriculum; oversees the development of new programs.
- Develops and implements long-range division plans and goals.
- Plans, supervises and participates in student recruitment activities.
- Advises students in academic coursework; assists students needing course substitutions or advisement with core curriculum areas.
- Serves on community, advisory, division and college committees.
- Assists with and/or attends all division events and humanities performances.
- Recruits, screens and hires new faculty and staff; processes new hire paperwork.
- Evaluates faculty and staff assigned to the division.
- Reviews grade distributions and student evaluations to create, when necessary, professional development plans for faculty with low retention numbers.
- Develops and manages the division budget.
- Teaches courses in area of educational background.
- Assists with the development of articulation and transfer agreements with other institutions.
- Completes all required division reports.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of humanities and social science disciplines.
- Knowledge of program accreditation requirements.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of budget development and management principles.
- Knowledge of college program requirements.
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology.
- Skill in the delegation of responsibility and authority.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Academic Affairs assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of school activities.

GUIDELINES

Guidelines include college policies and procedures, University System of Georgia policies, Southern Association of Colleges guidelines, core curriculum policies, FERPA guidelines, the student handbook, and the faculty handbook. These guidelines require judgment, selection and interpretation in application. This position develops division guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. The variety of tasks to be managed combined with frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to direct the operations Division of Humanities and Learning Support. Success in this position contributes to the successful recruitment and training of qualified students.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, parents, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Chairs, Learning Support (1), Foreign Language Laboratory Director (1), Theatre Facilities Manager(1), Online Support and Student Retention Specialist (1), Senior Administrative Assistant (1) and division faculty.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a doctoral degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require at least four years of related experience.