

HUBBARD COLLEGE OF ADMINISTRATION OF TAMPA BAY, INC.

Job Description: Dean of Academic Affairs
Organization: Hubbard College of Administration of Tampa Bay, Inc.
Office: 310 Wildwood Way | Belleair, FL 33756
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SUMMARY OF POSITION:

The Dean of Academic Affairs oversees Division 4, Department 10, "Academic Affairs" of the Hubbard College of Administration of Tampa Bay, Inc.

Under the direction and supervision of the Vice President of Academic Affairs, the Dean of Academic Affairs is responsible for the development, implementation, maintenance and evaluation of the Academic Affairs Department, including all assigned academic affairs operations, activities, programs and services which may include, but are not limited to, the development and implementation of academic policies and programs; the development, evaluation and revision of curricula in collaboration with the College's curriculum committee and the Dean of Instructional Degree Programs; the development, implementation and assessment of student learning outcomes; oversight of academic program review processes; compliance with the Florida Commission for Independent Education's (FL CIE) curricula requirements and accreditation standards; and the development and oversight of the College catalog ensuring accuracy, currency and completeness, and compliance with FL CIE and accreditation requirements and standards.

The Dean of Academic Affairs is responsible for the planning of educational programs, assuring the quality of instruction and the integration of technology in teaching and learning.

The Dean of Academic Affairs oversees academic affairs programs and services in accordance with the HCA TB Strategic Plan, the Educational Master Plan and the goals and objectives of HCA TB.

The Dean of Academic Affairs ensures that state and Federal regulations are implemented in academic affairs policies and procedures.

The Dean of Academic Affairs assumes responsibility for making decisions necessary for the effective operation of assigned academic affairs programs; fosters cooperative working relations among College staff; provides highly responsible and complex professional assistance to the Vice President of Academic Affairs in areas of expertise.

The Dean of Academic Affairs is responsible for all budgetary matters related to the instructional programs, ensuring resources are available to support academic programs and initiatives.

The candidate for this position is an experienced leader with a clear, focused commitment to academic excellence and innovation and works collaboratively with deans, directors, other administrators and faculty members to improve teaching and learning.

The candidate is a creative, visionary leader who will inspire staff, faculty and the community.

The candidate is a critical thinker who seeks innovative solutions to problem-solving and possesses outstanding interpersonal, written and oral communication skills.

The candidate is highly ethical, trustworthy, credible, loyal and respectful of varying views and opinions.

The candidate is flexible and is a person whose leadership style is collegial, approachable, and is accessible on campus and in the community.

The candidate fosters unity among staff for the good of the College.

The candidate is committed to the effective use of technology within academic affairs and administrative environments.

ESSENTIAL FUNCTIONS AND DUTIES

- Provides strategic vision and leadership for all academic programs and initiatives.

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- Collaborates with faculty and academic departments to develop and implement academic policies and programs.
- Fosters a culture of academic excellence and innovation.
- Oversees the development, evaluation and revision of curricula in collaboration with academic departments and the College's curriculum committee.
- Ensures that curriculum is aligned with accreditation standards, institutional goals and state regulations.
- Implements and monitors assessment processes to measure student learning outcomes.
- Supports professional development opportunities for faculty members.
- Coordinates and oversees academic program reviews to assess the effectiveness of academic programs.
- Ensures compliance with accreditation standards and requirements and supports the College's accreditation process.
- Collaborates with accreditation bodies and participates in the accreditation processes.
- Develops and manages the academic budget in coordination with other administrative offices.
- Allocates resources efficiently to support academic programs and initiatives.
- Implements strategies to enhance student success and retention.
- Collaborates with Division 2 to address academic issues affecting student outcomes.
- Promotes the integration of technology in teaching and learning.
- Supports the implementation of e-learning and other technological advancements in education.
- Work closely with academic deans and faculty to address academic issues and concerns.
- Collaborates with Division 2 to ensure a holistic approach to student support.
- Develops and implements academic policies in accordance with institutional and regulatory requirements.
- Ensures compliance with local, state and Federal regulations related to academic affairs.
- Contributes to the development and implementation of the College's strategic plan.
- Aligns academic priorities with the overall goals and mission of the institution.
- Fosters relationships with the local community, industry partners and other educational institutions.
- Promotes collaboration and partnerships that enhance the College's academic programs.
- Locates and creates a list of externship partners.
- Works in collaboration with the Dean of Instructional Degree Programs and the Director of Student Enrollment in the development and maintenance of the College catalog.

NON-ESSENTIAL FUNCTIONS AND DUTIES

- Participates in ongoing training.
- Other duties as may be assigned, directed or requested.

KNOWLEDGE, SKILLS AND ABILITIES

The Dean of Academic Affairs will have the following:

- Knowledge and experience in Student Learning Outcome (SLO) design, development, implementation and assessment;
- Knowledge of computers and computer applications that support management systems and business office functions; and effective online delivery of educational programs and services;

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- Knowledge and experience in curriculum development and innovation;
- Knowledge of the Hubbard College of Administration Management System;
- Knowledge of educational technology, learning management systems and their integration into academic programs;
- Knowledge of relevant state and Federal regulations governing higher education, including but not limited to Florida's regulatory environment for private colleges; and
- Knowledge and experience in the accreditation self-evaluation process.

REQUIRED QUALIFICATIONS

The Dean of Academic Affairs will possess:

- A master's degree from an accredited institution;
- An understanding of the mission of HCA and the Hubbard College of Administration Management System; and
- Three years' teaching experience in higher education with a demonstrated commitment to academic excellence and innovation;

DESIRED QUALIFICATIONS

The desired qualifications for this position are:

- An earned doctorate from an accredited institution;
- Two years of administrative level leadership and experience in higher education or in a business setting;
- Demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the College to meet accreditation standards;
- Demonstrated record of fiscal responsibility and accountability;
- Demonstrated commitment to academic quality and standards;
- Demonstrated support for faculty and staff development;
- Demonstrated experience in the utilization of technology in academic affairs and administration;
- Demonstrated experience supervising a complex academic affairs department responsible for the implementation of state and Federal regulations;
- Demonstrated support for and encouragement of student success.

PHYSICAL REQUIREMENTS

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee:

- Must be able to type on a computer keyboard, using a computer mouse and computer monitor for 8 hours at a time.

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- Must be able to sit at a desk for approximately 8 hours per day (with periodic breaks allowed) while using a computer.
- Must have manual dexterity to be able to use a computer, phone and camera and related equipment in an office environment.

LANGUAGE SKILLS

Ability to read and interpret information, instructions, software applications, technical information, company policies, documents and safety rules. Ability to explain policies, procedures and processes in layman's terms; ability to compile pieces of information into a cohesive whole to achieve the most elegant communication possible.

MATHEMATICAL SKILLS

Ability to calculate figures and measurements. Ability to quickly perform simple calculations while performing tasks related to specific work parts.

REASONING ABILITY

Ability to apply common-sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to apply reason to problems, such as determining the appropriate creative message of a marketing piece.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is performed primarily in an office environment.
 - The noise level in the work environment is usually quiet to moderate.
 - The employee must be able to work in a fast-paced team environment.
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