



Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457  
1.800.818.5501 toll free  
860.343.5800 phone  
860.344.7488 fax

**MIDDLESEX COMMUNITY COLLEGE  
JOB OPPORTUNITY  
ASSOCIATE DEAN OF ACADEMIC AFFAIRS  
Projected Start Date – July 1, 2019**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public  
**Location:** Middletown, and MxCC@ Platt Locations  
**Hours:** 40 hours per week  
**Salary:** \$73,400 - \$106,400  
**Closing Date:** March 11, 2019

Middlesex Community College offers more than 70 degree and certificate programs in a broad range of liberal arts, occupational and career studies at the main campus in Middletown, satellite location in Meriden, and online. The Associate Dean of Academic Affairs position is new to Middlesex Community College (MxCC) and provides an opportunity for an innovative leader to unite two separately organized faculty units in a shared vision to offer signature academic programming that best educates, serves and supports all students. This position will encourage collaboration and communication amongst all faculty, while promoting MxCC's "One Team" college-wide climate. This position will be key in working with faculty on results-based initiatives consistent with the college's strategic priorities of fostering innovation in educational technology, community partnerships, marketing, retention, and completion

**Knowledge, Skills and Abilities:** Candidates must demonstrate advanced knowledge, skills and abilities in planning, developing and evaluating academic services and programs; faculty selection, supervision and professional development; academic administration; budget and fiscal management and community relations. Proven experience in curriculum design, and course development; classroom and/or laboratory teaching effectiveness; and evaluation of academic programs. Demonstrated leadership abilities in a higher education environment, including directing faculty and staff in a higher education environment, and assuring their efficient and effective deployment and use. Demonstrated ability to develop community partnerships and collaborations to advance the organizational vision and mission of an organization. Experience in reviewing and analyzing operating budgets, developing cost and benefit analyses and long term forecasts of academic program demands and of student population and career trends. Strong information technology literacy skills; effective oral and written communications; ability to work with multiple constituencies in support of a culturally and ethnically diverse workplace, superior organizational and administrative skills; and highly cultivated interpersonal skills.

**General Experience:** Master's degree in a discipline appropriate to the management of learning in higher education together with five or more years of experience in higher education including experience in teaching and academic administration, and at least three years of supervisory experience.

**Special Experience:** Preferred experience includes a doctoral degree in a discipline appropriate to the management of learning in higher education; educational leadership or a related field; teaching experience, experience in a community college setting and an understanding of the mission of the community college; demonstrated involvement in support of diversity and/or experience working with students of varying backgrounds and abilities. Candidates must possess valid driver's license as in state travel to satellite location and other CSCU events will be required.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

**Working Conditions:** Incumbents perform most of their work in offices or classrooms. There is minimal physical exertion required. Incumbents travel to meetings, conferences and to public sites for making presentations, involving travel by automobile. Incumbents are required to be licensed to operate a private passenger automobile. Reasonable accommodation may be made for candidates with physical limitations.

**Application Instructions:** **Email** letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage) and three letters of reference, to: [MX-HR-Recruitment@mxcc.commnet.edu](mailto:MX-HR-Recruitment@mxcc.commnet.edu); **OR, mail to:**

Noreen Wilson, Administrative Assistant  
Middlesex Community College - Human Resources  
100 Training Hill Road  
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, [www.mxcc.edu](http://www.mxcc.edu)

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER;  
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College does not discriminate on the basis of race, color, age, religious creed, marital status, national origin, ancestry, genetic information, physical disabilities (including blindness), learning disabilities, intellectual disabilities, past or present history of mental disability, sex, including pregnancy, sexual harassment, sexual assault, transgender status, gender identity or expression, sexual orientation or civil union status, workplace hazards to reproductive systems, veteran status, retaliation for previously opposed discrimination or coercion or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, [amaslin@mxcc.edu](mailto:amaslin@mxcc.edu); 860-343-5759 or Anastasia Pych, [apych@mxcc.edu](mailto:apych@mxcc.edu), 860-343-5751.