



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
DEAN OF ACADEMIC AND STUDENT 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, MxCC@ Platt and Satellite Locations
Hours: 40 hours per week
Salary: \$86,200 - \$111,600
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, satellites location in Meriden and Middletown, and online. The Dean of Academic and Student Affairs position is new to Middlesex Community College (MxCC) and will function as the Chief Academic Officer and the Chief Student Conduct Officer. This is an opportunity for an innovative leader to unite two separately organized units in a shared vision to offer signature academic and student programming that best educates, serves and supports all students. This position will encourage collaboration and communication amongst all faculty and staff, while promoting MxCC's "One Team" college-wide climate. This position will work closely with senior administrators, faculty and staff on results-based initiatives consistent with the college's strategic priorities of fostering innovative approaches to educational technology, community partnerships, marketing, retention, and completion.

Knowledge, Skills and Abilities: Demonstrated leadership abilities in a higher education environment, including: strategic planning; design, assessment and evaluation of academic and student programs; and leading and directing faculty and staff. Candidates must possess advanced knowledge, skills and abilities in academic administration and student services administration, inclusive of managing academic and student conduct investigation and appeal processes. Seasoned educator with exceptional track record of collegiate level classroom and/or laboratory teaching effectiveness, to include strong information technology literacy skills. Ability to analyze operating budgets and plans, and utilize research methodology to develop cost and benefit analyses and long term forecasts of academic and student support programs and of student population and career trends to effectively implement an academic and student services program that is responsive and efficient. Candidates must possess exceptional oral and written communication skills and be able to work with multiple constituencies in support of a culturally and ethnically diverse workplace. Demonstrated ability to develop community partnerships and collaborations to advance the organizational vision and mission of an organization.

General Experience: Master's degree in an appropriately related field together with six years of related experience, including 3 years of supervisory experience.

Special Experience: Preferred experience includes a doctoral degree in an academic discipline or one appropriate to the management of learning in higher education, educational leadership or a related field; teaching experience at the collegiate level; an understanding of student support services at the collegiate level; experience with accreditation processes for institutions of higher learning; experience in a community college setting; an understanding of the mission of the community college; and 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 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; OR, mail to:

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

**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; 860-343-5759 or Anastasia Pych, apych@mxcc.edu, 860-343-5751.