



ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

Date Posted: June 19, 2020

POSITION: Associate Dean of Campus Operations

12-Month, Full-Time, Management Position (Manager 2)

ANTICIPATED STARTING DATE: September 2020

CLOSING DATE: Open until filled with preference for those applications received by July 19, 2020

MINIMUM QUALIFICATIONS

Master's degree in an appropriate field with five or more years of related experience in higher education or academic administration, and at least three years of supervisory experience; or a combination of education, training and experience which would provide the competencies required for successful performance of the position's essential duties. Strong information technology literacy skills and effective oral and written communications are required.

Applicants who do not meet the minimum qualifications as stated 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. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES

Reporting to the President, the Associate Dean of Campus Operations is accountable for the day-to-day campus environment and provides leadership, general direction, and administration of the campus' facilities, maintenance and custodial services, cashier and business office, information technology, emergency preparedness, and auxiliary services (e.g. campus security, bookstore, and food services). The incumbent will also assist the President in managing the campus and serves as a liaison with appropriate local, State, and College officials. Duties include, but not limited to, the following: management of facilities operation, improvement and acquisition; equipment procurement/fixed asset management; emergency preparedness/campus safety; information services/technology and communications, finance and operation of auxiliary services. Incumbent may be required to make public presentations to key officials, organize campus events, and move around campus for operating responsibilities. May require travel to off-campus locations and may work some evenings and/or weekends.

COMPENSATION

The starting salary for this position is negotiable, depending on qualifications and experience. The position receives an excellent benefits package with respect to medical and dental insurance, retirement and related fringe.

TO APPLY, PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

Only complete application packages will be reviewed for consideration. The final candidate will be required to successfully pass a background check and submit Official Transcripts.

- 1) Letter of Intent
- 2) Resume
- 3) Typed Board of Regents Employment Application, available at: <https://www.nwcc.edu/human-resources/employment-opportunities/>
- 4) Unofficial Transcripts from each Degree-Granting Institution

You may email your application package to NW-HumanResources@nwcc.edu

NCCC does not discriminate on the basis of race, color, religious creed, age, sex, including pregnancy, sexual harassment and sexual assault, marital status, national origin, ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, workplace hazards to reproductive systems, present or past history of mental disability, intellectual disability, learning disability or physical disability, prior criminal record or any other protected class in its programs and activities. In addition, NCCC does not discriminate against persons on the grounds of political beliefs or veteran status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Director of Student Development, (Title IX and Section 504/ADA Coordinator) NCCC, Park Place East, Winsted, CT 06098, Green Woods Hall, (860) 738-6315, Rgonzalez@nwcc.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.