



Position Title: Dean of the Learning Assistance Program
Division: LAP
Department: Curriculum
Reports to: Vice President of Academic and Student Services

General Function:

The Dean of the Learning Assistance Program (LAP) provides general direction and supervision of faculty, staff, students and resources within the assigned division. This position ensures quality instruction of subject areas, evaluates divisional needs of faculty, staff, budget, programs, marketing and recruiting, and collaborates with internal and external divisions, administration, and community constituencies.

Duties and Responsibilities:

The duties of the Dean of LAP include, but are not limited to:

- Plans, organizes, and supervises assigned LAP programs
- Oversees the development, planning, and implementation of goals and objectives for LAP
- Participates in the accreditation/reaccreditation/approval process of programs
- Works with other campus personnel to develop course schedules
- Collaborates with administration and faculty to develop and administer the budget for LAP
- Supports professional development requests of LAP within budget constraints
- Supervises the hiring, performance management, and evaluation of faculty, and employees in LAP
- Serves as a member of Academic Affairs, Administrative Council, QEP Review Committee, and the Institutional Effectiveness Committee
- Serves on other college-wide committees as appropriate
- Performs other duties as assigned by Administration
- Attends Board of Trustees meetings and presents information about LAP and student support programs when assigned
- Participates in college-sponsored and community events and activities

Qualifications:

- Required: Master's degree in an appropriate academic discipline from a regionally accredited institution
- An earned doctorate in higher education administration or community college leadership from a regionally accredited institution is preferred.
- Minimum of five years of managerial role or experience in the North Carolina Community College System; an understanding and commitment to the community college philosophy.
- Two years of successful teaching experience at the college level.
- Experience in new program development.
- Experience with national accreditation and state approval processes and SACSCOC.
- Proven ability to collaborate with external agencies; technology literate, especially distance learning, and familiar with student enrollment management processes.



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Working Conditions:

- This position requires diverse skills and daily tasks to successfully lead and manage the LAP.
- The Dean must be able to work well with the public, be available for students to resolve complaints, and support academic progression, while maintaining focus on College initiatives.
- The Dean must have a practice of ongoing planning and preparation for subsequent semesters.
- Day, evening, and selected weekend hours are required to successfully support the mission of the College.

- This position description has been modified.
- No changes since previous evaluation.

Signature Evelyn E. Kelly
Employee

Date 1-27-14

Signature _____
Supervisor

Date _____

Signature _____
Dean

Date _____

Signature Deborah Grimes
Vice-President

Date 1-27-14