## Minimum Qualifications

1. **Required**: Master’s Degree  
2. **Preferred**: Doctorate from a duly accredited institution is highly preferred.  
3. **Required**: Experience with online learning.  
4. **Required**: Experience with the Ellucian-Banner administrative software system.  
5. **Required**: 5 years of experience working in a college system.  
6. **Required**: Experience with accepted Learning Management Systems such as Blackboard and associated software systems like Quality Matters, SmartThinking, Starfish, etc.

## Essential Functions

The Dean for STEM Education and Online Learning is responsible for the supervision of assigned academic/career & technical divisions and programs of study at the College. This includes Science; Math; Technology & Computer Science; and Business. The Dean for STEM Education and Online Learning also supervises Learning Resources and Online Learning. The position serves as an executive level leadership position.

- Provide proper collaborative Leadership and Management to assure department, division, and College goals are met.
- Assure compliance with the guidelines and standards of the Commission on Colleges of the Southern Association of Colleges and Schools by the assigned programs of study.
- Supervise all aspects of the assigned academic programs of study within the STEM Education and Online Learning Divisions. This includes long-range planning, daily operations, and growth, development, and continuous improvement of the curriculum while maintaining fiscal stability and success.
- Supervise the College’s Learning Resources Department.
- Supervise the Online Learning initiative of the college.
- Collaborate with the President to successfully maintain and update the College Strategic Plan.
- Collaborate with key executive leadership to assure a “culture of student success” in all aspects of learning.
- Foster a customer service environment for fellow employees, students, and visitors. Be an Ambassador for the College. Support the College’s initiative to maximize retention of current students and enable students to finish their collegiate goals.
- Comply with all policies of the Alabama Community College System Board of Trustees, the ACCS Chancellor’s Office, and the College.
- Participate in College functions (Award and Honor events, Alumni Homecoming, Commencement, etc.).
- Assume other work related responsibilities as assigned by the President.

## Knowledge, Skills, and Abilities

- Effective oral, written, interpersonal, and leadership skills
- Excellent analytical thinking abilities
- Excellent technical and computer applications skills (Learning Management Systems, student services software applications, student ID verification applications)
- Effective organizational, time management, and planning skills
- Effective stress management and coping ability
- Willingness to work a flexible hours

## Salary

Based on State Board of Education Salary Schedule B and experience.
A complete application packet consists of:
1. A signed SSCC employment application
2. Current resume
3. Transcripts verifying required degree/certification (unofficial copies will be accepted before the deadline but official transcripts from all colleges must be on file prior to employment). Transcripts must include conferred or awarded date. Application materials may not be faxed or emailed. Only complete application packets received by close of business on the deadline date will be considered. Submit application packets to:

Snead State Community College
Office of Human Resources
P. O. Box 734
Boaz, Alabama 35957-0734
Phone: (256) 840-4113 or 840-4104
www.snead.edu

It is the official policy of the Alabama Department of Postsecondary Education and Snead State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Snead State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding.

Note: In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Snead State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.