

**Position Title:**

Dean of Biological and Health Sciences

**Position Type:**

Administrative

**Department:**

Biological &amp; Health Sciences

**Job Summary/Basic Function:**

The Divisional Dean is responsible for the organization and administration of the Division and provides educational leadership and support for all academic programs in the Division. He/she is responsible for fostering the following commitments: securing the relationships of the various instructional disciplines within the Division in the context of the established educational philosophy and policies of the College, and ensuring through the divisional offerings the opportunity for students to pursue transfer and career programs in the most efficient and orderly manner. Additionally, the Dean seeks to maintain knowledge of the county's present and potential interest in the Division's and the College's instructional services. The office represents the Division's unique tasks along with its interests and needs to the College while simultaneously coordinating and merging the Division into the College's defined philosophy, missions and goals. The Dean works closely with other Divisional Deans in the development of procedures and in the administration of the Divisions to ensure consistency in the interpretation and application of policy.

**Required Qualifications:**

Meeting the requirements to be a full-time faculty member in one of the disciplines/programs offered by the division, i.e., a Master's Degree in one of the disciplines/programs offered by the division or a Bachelor's Degree in one of the disciplines/programs offered by the division and a Master's Degree.

**Desired Qualifications:**

- Administrative experience.
- Knowledge of methods and strategies for assessing student academic achievement.
- Knowledge of and ability to use current administrative and educational technologies.

**Posting Date:**

11-11-2011

**Hours Per Week:**

40+

**Closing Date:**

01-27-2012

**Work Schedule:**

Monday-Friday

**Expected Start Date:**

07-01-2012

**Required Applicant Documents:**

- Resume
- Cover Letter
- Unofficial Transcript 1

**Pay Rate:**

The salary is competitive and commensurate with education and experience.

**Optional Applicant Documents:**

- Unofficial Transcript 2
- Unofficial Transcript 3

**Full-Time/Part-Time:**

Full-Time

**Location:**

Grayslake

**Interview Process Requirements:**

- Presentation
- Writing Samples

**Link to apply on-line:**

[https://jobs.clillinois.edu/applicants/jsp/shared/position/JobDetails\\_css.jsp?postingId=139095](https://jobs.clillinois.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=139095)