



09-46

DATE: December 17, 2009  
POSITION: **ASSOCIATE DEAN FOR THE DIVISION OF SCIENCE, MATHEMATICS AND AGRICULTURE**  
SALARY: \$62,369 to \$76,714 DOE, plus excellent fringe benefits

QUALIFICATIONS: **Requirements:** Master's degree in physical or biological sciences, mathematics, or related field. Ph. D preferred. Minimum five years recent teaching experience at the college level, with curricula and course schedule development experience. Minimum two years leadership experience in higher education with demonstrated collaborative, consensus-building skills. Excellent verbal and written communication skills with ability to relate well to diversified student and instructional staff. Demonstrated ability to use computer information systems for data collection, reporting, and analysis. Demonstrated administrative and budget experience. Demonstrated commitment to the philosophy and mission of a comprehensive community college. Demonstrated commitment to priority of increasing the percentage of women, minorities, and demographically underrepresented groups to major in STEM (science, technology, engineering, and mathematics) fields.

TYPICAL DUTIES: Provides administrative oversight for an academic division through long-range planning, leadership and vision, operational budgets and policies. Advocates for the integration of technology/learning resources as they support the teaching, learning, and administrative objectives of the college. Consults with the Dean of Instruction, Student Services, and administrative staff regarding the successful implementation of an enrollment management plan, including the recruitment and retention of students.

Provides leadership, direction, and support for an academic division and faculty members. Fosters a collaborative and support climate for students, faculty and staff associated with the Learning Services Division. Provides the integration of learning resources and services in support of teaching and life-long learning for the college.

Coordinates learning outcome assessments, class schedules, and required division reports in conjunction with faculty, advisory committees, and programmatic representatives. Supervises lead faculty to facilitate assessment, scheduling, and staffing.

Administers faculty appraisals in collaboration/coordination with the instructional deans, coordinators, directors, and the CTE; conducts faculty, professional, and administrative staff appraisals for the academic division. Recruits, recommends, supervises, develops, and evaluates faculty, in cooperation with the Dean of Instruction, leadership committees, and the Center for Teaching Effectiveness.

Assesses, develops, implements, and evaluates curriculum in cooperation with associate deans, directors, faculty, and advisory committees. Ensures that it serves the student population and college objectives, advocating on behalf of programmatic offerings. Routinely reviews department/division web page on the AWC website ensuring accuracy in content and listed contact information.

Manages laboratories, land laboratory, and greenhouse laboratories, including inventory and processes. Facilitates part-time staff schedule process.

Consults with faculty members, associate deans and appropriate college personnel in assigning faculty to varied advisory committees. Plans, coordinates, and implements accreditation activities, including on-site reviews, with faculty and appropriate college departments.

Plans and implements the academic and grant budget in cooperation with appropriate college departments, faculty, and Learning Services staff. Consults with Dean of Instruction and VP of Learning Services for overall budget requirements and considerations, including faculty travel and programmatic equipment inventories.

Oversees the professional development and sabbatical programs/procedures for faculty and instructional staff, coordinating policy and procedure with appropriate college departments and staff.

Teaches one course per academic year.

Performs related duties as required.

CLOSING DATE: **First review of applications February 15, 2010. Position will remain open until a suitable candidate is found.**

APPLICATIONS: Address applications or inquiries to:  
Arizona Western College  
Human Resources  
P.O. Box 929  
Yuma, AZ 85366-0929  
Phone: (928) 344-7504 / FAX: (928) 317-6001 / TTY: (928) 344-7629  
[human.resources@azwestern.edu](mailto:human.resources@azwestern.edu)  
[www.azwestern.edu](http://www.azwestern.edu)

APPLICATION PROCEDURE: Below are the required materials that must all be received in Human Resources. Please note that incomplete, illegible, or late application materials will not be reviewed.

1. Completed application
2. Resume or vita
3. Three current letters of recommendation or placement file
4. Unofficial College/University transcripts

Arizona Western College's full-time staff includes 100 faculty, 250 adjunct faculty, 4 counselors, 96 professional/administrative, and 118 classified employees. Our staff is compensated on a salary schedule based on required qualifications. We have a generous benefit program which includes a 4-day work week; Life, Health, and Dental Insurance; Income Protection; an excellent retirement plan including State Retirement and Federal Social Security. Student enrollment at Arizona Western College is over 12,000 approximating a FTSE about 4,000. We serve a diverse population with a service area that covers about 10,000 square miles, including centers in Yuma, Parker, San Luis and Somerton as well as the main campus.

Arizona Western College is an equal opportunity employer and affords equal opportunity to all applicants for all positions.  
Arizona Western College es un empleador con igualdad de oportunidades y extiende esta igualdad de oportunidades a todos los solicitantes para todas las vacantes.