Northwest Technical College invites applications for the position of:

**Dean of Skilled Trades, Business & Industry**

**OPENING DATE:** March 25, 2019  
**CLOSING DATE:** April 23, 2019  
**APPOINTMENT DATE:** July 1, 2019  
**SALARY:** Depends on Qualifications / Administrator Range 5  
**JOB TYPE:** Full-time At-Will

**POSITION PURPOSE:**

As a college academic leader, the dean is accountable for ensuring quality and integrity of all academic functions of the Automotive, Skilled Building Trades, Manufacturing and Business Programs. This position provides academic leadership, coordinates the HLC accreditation process, works with assessment processes, explores new academic programs and works with faculty to develop course schedules each academic term. The dean promotes direction and vision of academic excellence as supervisor of faculty in the respective programs and related ancillary staff. This position reports to and collaborates with the vice president of academic affairs of Northwest Technical College.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Dean oversight and coordination responsibilities: Priority Essential Percent of time 55%
   a) Provide leadership, direction, coordination, supervision and evaluation of all assigned academic program faculty and staff. The dean is responsible for hiring, orientation, training and development, performance evaluations, professional development plans, administering collective bargaining agreements, and compliance with Minnesota State, State and Federal policies, rules and regulations related to personnel management for all employees under his/her direct supervision.
   b) Develop and implement academic program work plans in pursuit of the goals of the institutional strategic plan, as mapped in the project charters. Work with faculty and the vice president of academic affairs to set and direct goals and priorities of programs to include consultation with advisory committee members; recommend budget allocations and submit budget requests to meet program needs; oversee ordering of equipment, supplies and materials utilizing available program funds, including but not limited to Leveraged Equipment dollars.
   c) Responsible for academic planning to include determining faculty loads and schedules with input from faculty; serve as Distance Minnesota scheduling team member representing NTC; focus on expansion of Online College in the High School (OCHS); cultivate, develop, and manage partnerships and articulation agreements with K-12 schools and Higher Education institutions, to better meet business and industry needs.
   d) Work with the vice president of academic affairs and faculty to develop new programs to support the future of Northwest Technical College.
2. Program planning, assessment, and accreditation:  
   Priority Essential  
   Percent of time 35%  
   a) Provide leadership, supervision, and management of program development, revision, and evaluation including the annual curriculum review cycle process, program learning outcomes assessment processes and documentation. Work with Institutional Research to complete course surveys, the Community College Survey of Student Engagement (CCSSE), and implement processes, documentation, and management of yearly data reports as part of program assessment for analysis and academic planning purposes.
   b) Manage projects related to accreditation and assessment at the program and institutional level; secure and maintain accreditation for programs; prepare reports for national, regional, and state accreditation agencies with faculty input. Serve as a team member in preparation of the HLC accreditation activities and site visit.
   c) Serve as Academic Affairs Standards Council (AASC) member representing administration.
   d) Review student progress and success with faculty, including program outcome assessment and Technical Skill Assessment exam results.

3. Liaison responsibilities:  
   Priority Secondary  
   Percent of time 10%  
   a) Inform College administration, including student and support services, and faculty about activities involving internal and external programs. Invite and encourage faculty attendance.
   b) Participate in the recruitment of students.
   c) Act as liaison between the programs, administration, advisory committees, and professional organizations at the national, regional and state levels, as well as both national and state accrediting agencies.
   d) Perform other duties as assigned by the president or vice president of academic affairs to enhance Northwest Technical College.

QUALIFICATIONS:

Minimum:
- Master’s degree
- Teaching or training experience
- Leadership experience in higher education or secondary administration

Preferred:
- Evidence of highly developed interpersonal communication, organizational, and facilitation skills.
- Demonstrated ability to set priorities, direct others, and manage projects.
- Demonstrated success in fostering collaborative working relationships.
- Evidence of experience with information technology.
- Demonstrated commitment to fostering diversity.
- Demonstrated skills in curriculum development and evaluation.
- Ability to work in a collective bargaining environment.
- Accreditation experience.
- Demonstrates a knowledge of, an interest in, or experience with, diverse cultures and populations.

OTHER CONSIDERATIONS:
- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Salary is commensurate with education and experience. Salary Range Assignment: 5
• Official transcript(s) must be provided to Human Resources upon hire.
• In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState’s vehicle use criteria and consent to a motor vehicle records check.
• BSU and NTC are tobacco free workplaces (see policy)

Apply online: https://www.governmentjobs.com/careers/bemidji

A Complete application will include the following attachments:
• Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University.
• Resume/Curriculum Vitae.
• Names and contact information for three (3) people who can provide a professional reference.

Inquiries:
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UNIVERSITY/COMMUNITY: Northwest Technical College is located in Bemidji, Minnesota in Northern Minnesota. The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts. Bemidji State University, a partner institution, and Northwest Technical College, welcome 6,000 students annually. Northwest Technical College offers hands-on learning in Business, Health Care, Manufacturing Technology, Automotive Service and Performance, Commercial Refrigeration, and General Education. As a partner in Distance Minnesota, the College is engaged in innovative distance education with most of its programs offered online, in addition to on campus. Northwest Technical College is a member of the Minnesota State Colleges and Universities System (MinnState) http://www.minnstate.edu. To learn more about the student-centered environment at Northwest Technical College, visit www.ntcmn.edu.

WHY BEMIDJI:
In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students have an opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Northwest Technical College is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.
The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

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