

**Associate Dean of Humanities and Fine Arts [ID: 5307] [PeopleSoft ID: 11007]**

**Not Accepting Applications**

Current employees only

**In Review - Not Accepting Applications**



Posted: Apr 20, 2023

**Compensation:** \$100,009.21-\$125,011.51

**In Review:** Apr 29, 2023

**Openings:** 1

**PeopleSoft ID:** 11007

Formal review of applications begins: **Apr 28, 2023**

**Department:** Humanities

**Locations:** Clearwater, St. Pete / Gibbs

**Key Position Information:** **Full-time Collegiate faculty experience in Humanities or Fine Arts and/or Collegiate faculty management experience in Humanities or Fine Arts preferred.**

**Position Summary:**

The Associate Dean provides support to the Dean of Humanities and Fine Arts regarding leadership and administrative oversight for the Music Department and related arts programs. A large emphasis includes administering the Music AA Transfer degree that leads to the fields of Music Education, Music Performance, Music Therapy, as well as the Music Industry Recording Arts AS degree that leads to workforce careers in audio-engineering, live sound, and commercial music. The Associate Dean provides additional support to related programs, budgetary oversight, faculty supervision, and other management tasks as assigned.

The classification is responsible for directing the activities of an assigned academic related department or program. Incumbents will develop strategies to accomplish goals, implement policies and procedures, and develop and monitor an assigned budget. Incumbents may need to perform professional level work within assignment and will supervise employees or student workers. This classification is different from previous class in the scope of responsibility.

**Requirements: Education:**

Master's degree in Music or related Arts Field.

Preferred: PhD in Leadership and Education

**Experience:**

*Three (3) years of management experience in assigned area.*

- *Experience in curriculum development and teaching.*
- *Experience in budget preparation and monitoring desirable.*

*\*An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above. Five*

**Knowledge:**

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- Managerial principles and practices;
- Academic program requirements;
- Customer service principles;
- Program coordination principles, practices, and techniques;
- Program planning principles;
- Troubleshooting and solving complex program issues;
- Budgeting principles;
- Research methods;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Presentation principles and practices;
- Diverse populations and cultures;
- Computers and related software applications.

**Skills:**

- Managing and evaluating the work of lower level staff;
- Prioritizing and assigning work;
- Providing customer service;
- Managing and administering program budgets;
- Interpreting academic program requirements;
- Maintaining confidentiality;
- Planning, coordinating, and implementing program components and activities;
- Researching, analyzing, and applying relevant information to the development of departmental processes and programs;
- Ensuring compliance with applicable internal and/or external program requirements;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Responsibilities:****a. Administrative duties to include but not limited to:**

- Assist Dean in the preparation and management of the budget for division.
- Assist Dean in the planning, implementation, and evaluation of music and arts programs.
- Direct programs to meet required accreditation, state approved standards, and curriculum frameworks.
- Monitor national, regional and local trends in and interpret the significance of such trends for the administration and faculty.
- Assist Dean with the development of course schedule and faculty teaching assignments.
- Assist Dean and campus Provost with management of campus equipment/materials and resources.
- Perform related duties required for the administration and management of the academic program(s) as required or assigned by Dean, VP and/or President (includes functions which may vary from one program to another such as internal and/or external committees, labs, accreditation etc. other functions determined necessary for successful management of the program).
- Assist Dean in administering the attendance management system, which includes analysis of the PeopleSoft attendance reports for compliance with the college attendance and withdrawal policy for students and other data elements as needed.
- Engage the department faculty and staff in the creation of a strategic plan that identifies, priorities, objectives, and action items. The plan is specific to the programs within the department, while complementing the overall SPC strategic plan.
- Direct supervisor of Technical Support Staff, OPS, and positions of similar title that provide technical support to program-specific needs such as Music Industry Recording Arts program.
- Direct supervisor of adjunct instructors within the Music AA Transfer degree and the Music Industry Recording Arts program, and may serve as the direct supervisor of fulltime faculty at the direction of the Dean.
- Direct supervisor of department student workers (Federal Work Study and Student Assistants)
- Collaborate with SPC Collegiate High School administration for SPCHS student participation in music ensembles and eligible music courses
- Oversee Senior Waiver participation in music ensembles and eligible music courses
- Collaborate with SPC Life-Long-Learning/Workforce to offer community

- Collaborate with SPC Life-Long-Learning/Workforce to offer community member enrichment participation in music ensembles, and other arts related non-credit enrichment and workforce specific opportunities
- Organize and administer duties associated with Advisory Boards for AS degrees including the MIRA-AS program
- Recruit students to AA-Music Tr, AS-MIRA, department Arts Programs, and SPC as a whole
- Maintain professional networking with Pinellas County Schools Arts Administrators and Teachers-Visit area High School Music Programs providing workshops and clinics
- Lead department team-approach recruitment efforts; identifying lead and lag measures, determining a goal with due date, and tracking effective lead measures via a visible scoreboard
- Collaborate with SPC Marketing and Social Media Teams

**b. Campus and Community Arts Collaboration, Promotions, and Connections:**

- Collaborate with SPC Foundation to build relationships with community stakeholders and patrons
- Consistent outreach to industry stakeholders to build the advisory committee, place student interns, tailor SPC programs to meet industry needs, and develop private/public partnerships
- Connect with administrators of similar programs at State Colleges, State Universities.
- Coordinate High School Connections Concerts and other high school outreach projects
- Coordinate Campus Connections Concerts and other collaborative events that promote and publicize other SPC departments through art and public events
- Coordinate outreach programs that bring high school students to SPC campus to engage with SPC faculty and students

**c. Student Success responsibilities to include but not limited to:**

- Consult with Dean, Academic Chairs, Faculty in matters pertaining to academic performance and other issues related to students.
- Assist the Dean in supervision, recruitment, admissions, evaluation, and progression of students.
- Assist in the resolution of student problems related to academic complaints, appeals, etc.
- Organize and administer semester-long MIRA Orientation Course and AA-Music Transfer Student Recital Course
- Organize and administer guest artists in programs and special events that engage the SPC department majors
- Organize and implement SPC Alumni promotions that communicate success of SPC graduates to potential recruits and community stakeholders.

**d. Other duties as assigned**

**These duties are a representative sample; position assignments may vary.**

**Potential  
Frequency**

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| 1. Directs and oversees staff which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.  | Daily<br>20% |
| 2. Prepares and administers a budget which includes grant budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.  | Daily<br>10% |
| 3. Directs the implementation of activities and operations of a significant College program, department, or service offering impacting a large area and range of services, which includes planning, coordinating, administering, and evaluating programs, projects, student retention, strategic planning, processes, policies, procedures, systems, standards, and/or service offerings; developing short- and long-range strategies; developing academic assessment strategies; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; and coordinating activities between multiple functions. | Daily<br>30% |
| 4. Prepares, reviews, and interprets a variety of applications, agreements, forms, records, needs assessments, business correspondence, and reports; makes recommendations based on findings.  | Daily<br>20% |
| 5. Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; conveys department information through presentations; represents assigned academic area on committees, advocacy groups, and/or related groups.  | Daily<br>20% |
| 6. Performs other duties of a similar nature or level.   | As Required  |