BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Associate Dean of College-High School Partnership Programs

DEPARTMENT: College-High School Partnership Programs/Academic Affairs

FUNCTION: Oversees the development, implementation and management of the College's programs that interface with local High Schools. Partners with Admissions and Recruitment to introduce and promote the College’s programming to all High Schools in Bergen County. Collaborates with the Academic division to identify campus expansion opportunities and implement appropriate courses and programming.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Creates the College’s strategic plan for developing, marketing and implementing relevant programs and courses for all High Schools in Bergen County; the programs include Dual-Enrollment, College Readiness, College Experience, and Summer School.
2. Reviews and assesses the programs to ensure high quality content and key stakeholder satisfaction.
3. Works with Academic Affairs to identify campus expansion opportunities and to implement appropriate courses and programming.
4. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
5. Prepares, track, monitors and adheres to an annual budget.
6. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning

**Education:** Master’s Degree in Education or related field required

**Experience:** Must have a minimum of 5 years of experience in public school administration, budgeting and strategic planning. Previous experience in college/high school programming such as Dual-Enrollment preferred.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: ________________________ Date: __________
Name/Title

Approved by: ________________________ Date: __________
Name/Title

Reviewed by: ________________________ Date: __________
Human Resources

Board Approval: ________________________ Date: __________
Board Member

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**