TITLE: Dean of Bergen Community College at the Meadowlands

DEPARTMENT: Bergen Community College at the Meadowlands/Academic Affairs

FUNCTION: Supervises and manages Bergen Community College at the Meadowlands’ (BCCatM) facilities, employees and operations. Leverages the effective use of all College resources to ensure the full array of educational opportunities and student support is available across campuses. Provides functional oversight of Community/Academic counseling; testing; intake assessment; Small Business Development Center; Public Safety and any other affiliate organizations/departments that may be occupying BCCatM facilities. Cultivates and maintains relationships with the community and actively markets BCCatM.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Director of BCC at the Meadowlands, Office Services Supervisor and Department Coordinator; dotted line relationships to Director of Student Affairs at the Meadowlands, Student Support Services Counselor, Registration Services and the Facilities Manager

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Creates and implements strategic, marketing and operational plans and processes for BCCatM to increase enrollment and revenue generation.
2. Partners with external organizations in both the Public and Private sectors to generate increased enrollment and revenue (Hispanic Institute, Chambers, Meadowlands affiliates, Community Based Organizations and Public Agencies).
3. Manages facility activities and coordinates with the Department of Building and Grounds to ensure proper maintenance is performed and issues are promptly addressed.
4. Plans and executes the successful implementation of key projects and initiatives; drives real estate development and construction activities and collaborates with other College stakeholders to establish contract specifications as required.
5. Produces reports on revenue and expenses, programs, and State and Federal private foundations; approves part-time and instructional payrolls and verifies funding sources for all full-time employees.
6. Directs all aspects of program development, course review, course support and related process improvements; oversees course and instructor scheduling, class cancellations, and
enrollment and registration activities.

7. Collaborates with Continuing Education, Corporate Sector and Public Training and the Ciarco Learning Center to create customized learning solutions specific to English as a Second Language training, adult education, and any related instructional programs.

8. Co-leads College commencement initiatives and related activities that are conducted prior and post commencement.

9. Develops grant applications, tracking, and reporting for the BCCatM in conjunction with the Director of Grants Administration; ensures all grant review requirements are executed, reporting deadlines are met, and site reviews are completed.

10. Ensures operations and instructor agreements of the BCCatM are consistent with the bargaining unions and the College.

11. 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.

12. Prepares, track, monitors and adheres to an annual budget.

13. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.

14. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.

15. 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. Must know basic accounting practices, be proficient in the basic use of the Microsoft Office suite, and have the ability to work with an administrative database computer system such as DATATEL/Colleague. Exhibits strong skills in:

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

Education: Bachelor’s Degree in Business, Education, Administration or a related field is required. Master’s preferred.
Experience: Minimum of 7 years of experience in Instructional Management and/or Administration is necessary. At least 3 years of experience with budget development and monitoring, planning and record keeping, and grant development and implementation.

*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