

Dean, Health Sciences  
Casper College

Direct Link: <https://www.AcademicKeys.com/r?job=228797>

Downloaded On: May. 9, 2024 3:53pm

Posted Jan. 15, 2024, set to expire May 13, 2024

**Job Title** Dean, Health Sciences  
**Department** School of Health Science  
<https://www.caspercollege.edu/schools/hs/>  
**Institution** Casper College  
Casper, Wyoming

**Date** Jan. 15, 2024  
**Posted**

**Application** Jan. 31, 2024  
**Deadline**  
**Position** Jun. 1, 2024  
**Start Date**

**Job** Dean  
**Categories**

**Academic** Health Sciences - General  
**Field(s)**

**Job** <https://www.caspercollege.edu/a-z/hr/job-opportunities/>  
**Website**

**Apply** <https://phe.tbe.taleo.net/phe03/ats/careers/v2/searchResults?org=CASPER&cws=50>  
**Online**  
**Here**

**Apply By**  
**Email**

**Job**  
**Description**

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Job Brief: Administrative leader for one of Casper College's busiest schools.

**Hiring Pay Range: \$94,450-\$118,060**

## Announcement

Casper College is seeking a dynamic individual with a passion for student success and demonstrated leadership skills to join an outstanding team of faculty, staff, and administrators. This leadership position oversees and coordinates the following academic departments and activities: Nursing, Medical Laboratory Technician, Occupational Therapy Assistant, Paramedic, Pharmacy Technology, Physical Education, Radiology, Respiratory Therapy, and Simulation Center.

## Summary

The Dean of the School of Health Science is responsible to provide school leadership in support of the college's strategic vision, mission, and goals. This position establishes and maintains a positive teaching, learning, and working environment to serve faculty, staff, and students. The Dean provides instructional leadership and effective administration of assigned disciplines. This position promotes instructional goals and objectives conducive to student success. The Dean reports to the Vice President of Academic Affairs and supports the college administration.

## Responsibilities

The Dean of the School of Health Science provides for the educational welfare of students and the professional needs of faculty and staff members. This position is responsible for overall school operations in accordance with federal/state laws and regulations, college policies and procedures, contractual agreements, accreditation standards, and college mission and goals. The Dean represents the school and college to internal and external groups. The Dean is responsible for the comprehensive coordination and administration of assigned departments and programs within the school including: personnel matters, student interactions, faculty and staff supervision; academic scheduling; facility planning; curriculum development, mandatory reporting; budgeting and managing financial resources; selection and evaluation of faculty and staff; advising; and strategic planning.

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## Essential Duties

### *Academic Leadership*

- Present a positive image of the college and school while representing the college at various community and state events
- Model adaptability, teamwork, problem solving, and responsibility
- Effectively communicate information, plans, and projects with all constituents
- Develop consensus to attain school and institutional goals
- Provide innovative leadership in the design and continuous improvement of the school's academic departments, related programs, and services
- Encourage diversity, inclusiveness, and equity
- Support a welcoming, supportive, and respectful environment
- Commitment to the nature and role of Casper College's open enrollment
- Work with students, faculty, and staff to resolve issues and complaints
- Maintain current knowledge of higher education topics and developments
- Use feedback to improve the school's operation
- Assess school needs in relation to the college's overall instructional programs
- Participate as a member of assigned councils and committees
- Maintain or seek regional and specialized program accreditation as appropriate

### *Academic Management*

- Assist the Vice President of Academic Affairs regarding instructional services, activities, needs, and issues
- Ensure school operations align with college policies, procedures, and practices
- Plan and organize work to meet schedules and time lines
- Conduct academic reviews to ensure program viability
- Establish school committees and advisory boards as appropriate
- Assist in developing marketing strategies for program recognition and growth
- Initiate and maintain third party contracts in accordance with college policy
- Maintain confidentiality of sensitive information
- Employ student enrollment plan
- Develop and administer school budgets
- Manage faculty teaching and non-teaching load assignments
- Collaborate with departments to develop adjunct faculty pools to meet school needs

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- Manage facilities with applicable campus personnel
- Knowledge of higher education laws and regulations
- Coordinate activities and professional development for faculty and staff
- Involve internal and external stakeholders in the school's decision-making processes

***Curricular***

- Promote excellence in teaching and advising
- Lead faculty and staff efforts to prepare students for academic success
- Facilitate academic partnerships and articulations
- Coordinate program and class schedules
- Monitor enrollment, cancel, and/or add classes as appropriate
- Ensure the academic catalog accurately reflects current academic programs
- Additional duties as assigned

**Minimum Qualifications**

- Master's degree from an accredited institution
- Three years of higher education teaching experience
- Academically qualified to teach in a discipline taught within the School of Health Science
- Demonstrated ability to:
  - develop and manage budgets
  - supervise personnel
  - build teams
  - manage projects
- Create and maintain a learner centered environment
- Communicate effectively in multiple formats
- Interpersonal skills using tact, patience, and courtesy
- Commitment to the mission of a comprehensive community college
- Ability to create an atmosphere of collegial decision-making with diverse constituencies
- Demonstrate sensitivity to and respect for diverse populations
- Experience with curriculum and program development

**Desired Qualifications**

- Community college teaching

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- Three years of department chair or related higher education administrative experience
- Faculty and staff supervision to include performance evaluation experience
- Regional and specialized program accreditation experience
- Doctoral degree from a regionally accredited institution
- Experience with:
  - enrollment management
  - teaching and supervising digital learning courses
  - program assessment

## Work Environment

Typical work environment is an office setting requiring normal safety precautions. Non-routine occasional work may be spent around the community. Short periods of time will be spent outdoors travelling between campus buildings in various weather conditions. Frequent interaction with the public may occur (i.e., students, employees, community members). Work is usually performed during the normal workday, however, early morning, late evening and weekend work may be required. Travel to work related events, conferences, and other related duties may be required. Due to busy seasons, there will be specific times of crucial availability when leave time may not be approved.

## Physical Demands

Employee is regularly required to sit and stand for long periods of time, speak, hear, use hands and fingers to handle materials and use computer, feel, and reach with hands and arms. Occasional lifting of up to 10 pounds may be required. Visual requirements require close-up, distance, and ability to adjust focus.

## To Apply

- Application, complete with 3 references
- Cover letter
- CV or resume
- Copies of unofficial transcripts recommended at time of application but required prior to on-campus interview.

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## Note to Candidates

- Employment is contingent upon a successful background check.
- A presentation and/or open forum may be required at time of interview.
- Official transcripts required upon hire
- This is a full-time, benefited position. Get more on Casper College's benefits [here](#).

### EEO/AA Policy

**Notice to all applicants:** Casper College is an EEO Employer. Employment with Casper College is contingent upon a successful criminal and sexual offender background check. Jobs at Casper College include full-time and part-time jobs.

*We are not able to offer relocation assistance. Casper College does not sponsor work visas.*

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Barbara Agostini  
Human Resources  
Casper College  
Casper, WY 82601

**Phone Number** (307) 268-2728

**Contact E-mail** [barbara.agostini@caspercollege.edu](mailto:barbara.agostini@caspercollege.edu)