

Washington County Community College

Associate Dean of Community Education and Student Affairs

General Position Information: This multi-dimensional position reports directly to the Dean of Enrollment and Student Services and directs community education activities including evening, business and industry contract training, summer and off-site credit and non-credit programming. As part of the student affairs activities, the position works with the Dean of Enrollment and Student Services to integrate student services/life with academic programming. The person supervises student residential life and student activities, serves as the student discipline officer responsible for the judicial process, and provides administrative oversight for the Outdoor Adventure Center. In addition, the position is responsible for developing policy and procedure on health and safety and building strong community relationships; ensuring that the college is meeting the needs for specialized programming.

Qualifications: Bachelor's Degree in education or business administration, student affairs, or appropriate field and 3-5 years' experience in higher education. Master's degree preferred. Experience in community and public relations.

Salary Range: MEA Administrative Unit/salary commensurate with credentials and experience (\$46,221 - \$58,551)

Benefits: 100% employer paid health for employees, dental & life insurance for employees, Maine State Retirement or TIAA CREF, vacation/personal/sick time allowances, professional development and free tuition within the MCCS.

Application Deadline: Application review begins July 10, 2015.

Application Process: Interested candidates should submit letter of application, resume, statement of educational philosophy, unofficial transcripts (official preferred), and list three current professional references (letters accepted) to resume@wccc.me.edu or mail to Robyn Leighton, Associate Dean of Community Education & Student Affairs Search, Washington County Community College, One College Drive, Calais, ME 04619, WCCC is an EO/AA Employer