



Dean of Campus Operations

Full-Time, Contract

Eastern Gateway Community College invites applicants to apply for the Dean of Campus Operations, to serve as chief administrative officer of our regional centers; to provide effective leadership, direction, and support in implementing the vision, mission, strategic plan, and core commitments of Eastern Gateway Community College. Reporting to the President, the Dean of Campus Operations will be based at our Youngstown Campus and required to travel to our Warren site.

Salary Range: \$62,283 - \$93,277

Responsibilities and Essential Functions:

- In addition to administrative duties, Campus Dean is responsible for external relations duties in Mahoning, Columbiana and Trumbull Counties.
- Responsible for internal and external communication regarding the campus and facilitating effective communication between external stakeholders and the appropriate leadership and staff responsible for the various areas of the college in order to address specific needs and concerns.
- Ensures effective campus operations (including evening and weekend activities), and recommends operational improvements to the appropriate College leadership.
- Involved in the selecting, developing and evaluating faculty by reviewing credentials, screening applicants, involvement in interviews, planning of developmental activities and performing evaluations.
- Responsible for budget preparation, monitoring, verification, and supervising the overall process for both the Youngstown Campus and the Warren site.
- Lead and direct all campus outreach activities, including serving as the principal representative of the college in relations with local external agencies (e.g., advisory boards, alumni, legislators, media, community leaders, business and professional organizations, etc.); identify community programmatic needs, obtain financial support, and maintain base of public community support.
- Collaborates with other Deans to establish course schedules and make recommendations for introduction of new courses to be included for the department.
- Develops, communicates, and achieves short and long-term goals, outcomes, and initiatives in accordance with those of the College.
- Serve on various department, division, and college committees; represent a regional center at appropriate college bodies, committees, councils, etc.
- Works closely with staff to support student advisement and to resolve individual problems with students as needed.

- Provides recommendations regarding the resources needed to carry out the mission of the College.
- Promotes an environment that fosters respect for diversity and equity.
- Promote intra- and inter-campus collaboration and communication.
- Ensures the maintenance of a positive student culture that integrates rigorous individual and collaborative academic achievement and support.
- Ensure that facilities are maintained so as to create a pleasant, clean, safe environment conducive to effective learning. Responsible for security issues; unauthorized people in the building, use of the building during off hours, and outside groups asking for use of facilities.
- Represents the College on local, state, and regional committees and organizations whose activities are related to the mission of the College as assigned by the President.
- Perform other duties as assigned by the college President.

Minimum Qualifications:

- Master's degree from a regionally accredited institution of higher education in Educational Leadership, Student Personnel Services, or in a specialization related to the position.
- Five (5) years of mid to upper level full-time professional work experience in higher education in a leadership role with a knowledge and appreciation for the role of both Student and Academic Affairs within the College.
- Commitment to diversity and equity and the ability to establish and maintain effective working relationships with multiple constituencies.
- Preference will be given to prior community college experience.

Skills and Abilities:

- Excellent oral, written, and interpersonal communication skills.
- Must be determined, enthusiastic, dependable, and possess diplomatic integrity.
- Proven experience in academic and curriculum program development and implementation.
- High degree of professionalism working with diverse populations.
- Results driven and self-motivated.
- Ability to effectively lead individuals of multiple stature.
- Must express a commitment to carry out the mission and vision of the college.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

**Administrative Services
Eastern Gateway Community College
4000 Sunset Blvd.
Steubenville, OH 43952**

**Internal applicants should include an Employee ID number in their letter of intent.*

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.