



POSITION ANNOUNCEMENT

Dean of Adult Education

CAMPUS: College Wide

STATUS: Full-Time

DESCRIPTION: The Dean of Adult Education is responsible for directing the adult education program at OFTC. The dean will establish and supervise the adult education programs; prepare grant applications; manage and oversee financial/budget operations of the department; monitor the activities of personnel to ensure compliance with the Technical College System of Georgia policy manual and department procedures; develop and/or assist with the development of policies & procedures and recommend changes to effectively meet the goals & requirements of the program; maintain knowledge of the assigned program areas and give updates to management on services, operations, & projects, evaluate employees at scheduled intervals; conduct regular evaluation of services provided and make adjustments as needed; supervise the development & implementation of instructional services; supervise the GED testing program; promote the adult education program to public & private organizations; organize advisory committee; reviews/approves all requests for supplies & materials; oversee the maintenance of student records & the student data information system. The Dean of Adult Education will report directly to the Vice President of Economic Development.

MINIMUM QUALIFICATIONS: Bachelor's degree in a course of study related to the occupational field *and* 3 years of related work experience. Preferred qualifications: Master's degree. Professional management supervision.

COMPETENCIES: Knowledge of the mission of postsecondary vocational/technical education. Knowledge of trends in adult education, Knowledge of GED test components, policies and procedures. Knowledge of the college's academic programs. Skill in the operation of computers and job-related software programs. Decision making and problem-solving skills. Skill in interpersonal relations and in dealing with the public. Oral and written communication skills.

SALARY/BENEFITS: Salary is commensurate with education and experience. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

**Employment is contingent based upon successful completion of appropriate background checks.

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. ***Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.***

Equal Opportunity Institution -

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator – Jennifer Todd, 478.553.2098

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643