### Dean of Humanities and Communication

**Position type:** Exempt  
**Salary:** $85,000-$90,000/year; DOQ  
**Opens:** February 27, 2017  
**Closes:** Open until filled; Priority consideration date for applications: April 21, 2017  
**Location:** Main Campus; Olympia, WA

South Puget Sound Community College seeks a creative, dynamic, and collaborative individual to fill the position of Dean of Humanities and Communication. The dean supervises the academic transfer areas of English, Philosophy, Languages, Communication, Humanities, and Fine and Performing Arts.

The dean reports to the Vice President for Instruction and is a member of the instructional administrative team. The dean is responsible for planning, developing, implementing, supervising and evaluating instructional faculty, courses, programs and services to achieve the mission of the College.

The dean is the lead administrator within the Humanities and Communication division and has primary responsibility for instructional operations and activities including promoting, budgeting and scheduling; participating in community outreach activities; and ensuring qualified faculty and staff are recruited and placed to achieve the college and division program goals and objectives. The work of the dean requires continual collaboration with other instructional deans and representatives across the college community.

The successful candidate will possess the following essential qualities required of an academic dean:

- Commitment to the Mission and Core Themes of South Puget Sound Community College.
- Innovation in supporting student success.
- Cultural competence and the ability to work with people from diverse backgrounds.
- Systems orientation.
- Strong communication skills with a demonstrated ability to bring together multiple perspectives to achieve a clearly articulated goal.

### Position Responsibilities:

- Communicate effectively, orally and in writing, with a variety of individuals and groups within and outside of the college.
- Lead projects with groups of people from different perspectives from inception to completion.
serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS
A generous benefit package including medical, dental, vision, life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the State Board Retirement Plan (SBRP) and Department of Retirement Systems (DRS). Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to Washington Health Care Authority.

COMPENSATION
Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

VACATION AND SICK LEAVE
Annual leave includes 24 days of vacation, 11 paid holidays, and 12 days of sick leave.

EQUAL OPPORTUNITY EMPLOYER
South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens.

- Mentor faculty in the development of courses and programs and with specific knowledge of student learning outcomes, authentic assessments, and strategies that serve a diverse student body.
- Develop effective community connections to support the creation of relevant programs.
- Identify divisional staffing needs and collaborate in the recruitment and retention of highly qualified personnel.
- Provide supervision, manage change, build teams and resolve conflict.
- Follow and enforce current collective bargaining agreements in the supervision of staff and faculty.
- Work with a diverse student, staff, college community population and the community at large.
- Promote diversity, equity, and accessibility in all planning and operational activities.
- Professionally develop staff and faculty.
- Delegate tasks to supporting staff and faculty members.
- Plan, develop, manage, and assess program budgets.
- Use data as a foundation for decision-making that may include but should not be limited to enrollment trends, retention and completion rates, student demographic trends, and employment projections.
- Work with accreditation processes both at the college level and for specific programs.
- Advocate for a group or organizational unit while also understanding that each group or unit is one among many that support an overall institutional mission.

MINIMUM QUALIFICATIONS
- Master’s degree from an accredited college or university.
- Three (3) years of teaching experience, preferably in higher education.
- Three (3) years of leadership and supervision experience in an educational setting, preferably in higher education.
- Effective interpersonal skills with an ability to establish strong relationships and partnerships.
- Deep understanding of and belief in the role of the community college.
- Advanced knowledge of computers and software applications, specifically MS Office suite: Word, Outlook, Excel, and PowerPoint.
- Commitment to a working environment that values a diverse academic environment, inclusive of students, faculty, and staff of diverse cultural, socioeconomic, and educational backgrounds.

SUPPLEMENTAL QUESTIONS
Required as part of your application, not to exceed 4 pages.

1. What strategies might you employ or support to increase the retention and completion rates of SPSCC’s diverse student populations?
and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

2. How would you apply your leadership skills to administer a diverse division that includes the academic transfer areas of English, Philosophy, Languages, Communication, Art, and Humanities?

3. What do you bring in your background and experience that would help you to lead and grow SPSCC’s performing arts programs in Music, Drama, and Film Production?

**HOW TO APPLY**

Interested candidates may apply by submitting the following required items:

1. [Completed SPSCC Employment Application](#)
2. Letter of application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement
3. Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications
4. Responses to the 2 Supplemental Questions listed above, not to exceed two pages total.
5. Copies of unofficial transcripts.

**Send application materials via one of the delivery methods below—email is preferred:**

E-mail:  [jobline@spscc.edu](mailto:jobline@spscc.edu)  Fax: (360) 596-5706  
Mail:  Human Resource Office  South Puget Sound Community College  2011 Mottman Road SW  Olympia, WA 98512