

Associate Dean of Academic and Student Affairs

Position Description:

Helena College University of Montana, a comprehensive two-year College focused on student success, seeks qualified applicants for the position of Associate Dean of Academic and Student Affairs.

Duties & Responsibilities:

Reports directly to the Dean/CEO serving as a vital member of the Leadership Team. This position is accountable for serving in the dual role as the College's Chief Academic Officer and Chief Student Affairs Officer. Represents the academic and student interests of the College as a member of the Montana University System academic officer's consortium, extending themselves in an academic leadership role to Helena College's service region.

The Associate Dean shall exhibit: a high degree of personal and professional integrity, respect for confidentiality, and an understanding of academic processes; knowledge and understanding of administrative processes related to higher education; an ability to supervise and motivate staff and faculty; show a commitment to excellence in customer/student service and community relations; and be capable of taking a proactive approach to improving the delivery of information and services to students, the campus, and a community of learners.

Qualifications:

Requires a Master's degree from a regionally accredited institution of higher education, minimum seven years of experience in higher education (two-year and vocational higher education preferred) as both tenured faculty and administration. Prefer a Ph.D. from a regionally accredited institution of higher education.

Salary:

This position's base salary range is \$85,000-\$95,000 commensurate with experience and education.

Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, an employee assistance program (EAP), life and disability insurance options, flexible spending and dependent care account options, and optional long term care insurance. Retirement benefits provided TIAA-CREF or through the Montana Public Employees Retirement Association (MPERA).

Application Procedures:

Please email your resume, cover letter, five professional references, transcripts and application to UMH-HR@helenacollege.edu

Submission Deadline:

Friday, February 9th at 11:59 PM

Background Investigation is Required Prior to Offer of Employment

In accordance with The University of Montana regulations, finalists for this position will be subject to criminal background investigation.

Reasonable Accommodations

Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Helena College Director of Human Resources at 406-447-6925. TDD users may use the relay service by dialing 711.

ADA/EOE/ADAA/Veteran's Preference

Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation. As an Equal opportunity/Affirmative Action employer, we encourage applications from minorities, Vietnam era veterans, and women. This material is available in an alternative format upon request. Qualified candidates may request veterans' preference in accordance with state law.

Testing

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

******Supplemental question are required and can be found below this announcement. ******

Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College

This information is *voluntary* and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:

Last Name:

First Name:

Middle Initial:

Gender: Male Female

Race/National Origin:

- White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin): all persons having origins in any of the black racial groups.
- Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.
- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:

- No Military Service
- Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

- Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.
- Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
- Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Please note, if you wish to claim veteran's preference status, you must submit your DD214 with your application material. We do not grant it based on the self-identification survey.

Where did you learn about this vacancy?

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| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Job Service | <input type="checkbox"/> Referral |
| <input type="checkbox"/> Posting | <input type="checkbox"/> Web | <input type="checkbox"/> Career Fair |
| <input type="checkbox"/> Other: | | |