

Dean of Transfer Education

East Arkansas Community College is seeking qualified applicants for a Dean of Transfer Education. This position will report to the Vice President for Academic Affairs and will supervise Transfer Education, General Education Programs and other programs as assigned. The Dean will coordinate PLA, course scheduling, curriculum review and development. Responsible for program review/assessment.

Job duties and responsibilities include but are not limited to:

- Recruit, monitor, and evaluate qualified General Education faculty and staff to ensure compliance with college policies, as well as state, federal, and accrediting body regulations.
- Monitor and suggest revisions, if needed, to curricula, programs, and educational policies and procedures.
- Assess all programs, report results, and suggest ways to use the results for continuous improvement.
- Review programs for compliance with accrediting bodies, college policies, and state and federal regulations.
- Manage equipment inventories, including planning for and suggesting maintenance or replacement.
- Create and monitor budgets.
- Schedule courses and instructors.
- Supervise staff and faculty.
- Work collaboratively with other college personnel and with community constituents.
- Assist with marketing and recruiting for new and existing programs.
- Remain familiar with and follow current college policy, as well as state and federal laws and guidelines related to students, staff, and faculty in postsecondary educational institutions.
- Exhibit a positive outlook while working in a fast-paced environment serving multiple constituencies.
- Be active in-service area communities and represent the College in a positive manner.
- Develop a University Center within the College.
- Apply personnel policies in a uniform manner.

Minimum Qualifications:

Master's degree required. Emphasis in Education, Higher Education, Educational Leadership, or a field relevant to the position preferred. Applicants in a graduate program with experience will be considered, but are expected to complete a program of study within one year if hired. Must have at least two years of instructional experience in higher education, with experience in General Education instruction. Candidate should be familiar with Higher Learning Commission guidelines and procedures.

Strong supervisory and management skills are required. Experience for exceptionally well qualified candidates may be required in lieu of experience.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. Specific vision abilities required by this job include close vision and distance vision. The employee will be required to work in a high traffic area, with frequent public contact. The noise level in the work environment is usually moderate. The employee must be willing to work in an office that utilizes overhead LED lighting.

Base Salary: \$53,564.13 - \$56,911.00, commensurate with education and experience.

Who We Are:

East Arkansas Community College is an independent comprehensive community college primarily serving six counties in Eastern Arkansas. The College's main campus is located in Forrest City on Interstate 40, within easy driving distance of Little Rock and Jonesboro, Arkansas, and Memphis, Tennessee, providing residents with the comforts of small-town life

combined with easy access to the amenities of larger metropolitan areas. EACC is governed by a nine-member Board of Trustees; day-to-day operations are the responsibility of the President and her administration.

The College embraces change and opportunity and was praised in its 2019 HLC reaffirmation of accreditation as having an “unparalleled commitment to student success.” We seek employees who embrace this commitment as well as our “stronger together” campus culture.

The challenges faced by EACC are typical of community colleges in Arkansas, and include serving underrepresented, under resourced, and underprepared students. Everything we do is done in service of these learners and the causes and issues that are important to them.

EACC provides job skills and training to the future taxpayers of this state, and as a result, the College is very conscious of how we utilize fiscal resources. Our finances are strong due to our conservative spending practices and our ability to attract and manage funding sources.

If you want to make a difference, guide change, inspire people, and navigate challenges to achieve a greater good, EACC is the place for you.

What We Offer:

A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%). Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

Work Hours:

During the regular academic year (fall semester and spring semester), EACC offers full-time staff four work schedule options: 8:00-4:30 Monday through Friday; 7:30-5:00 Monday through Thursday and 8:00-12:00 noon on Friday; 8:00-5:30 Monday through Thursday and 8:00-12:00 noon on Friday; or 8:30-6:00 Monday through Thursday and 8:00-12:00 noon on Friday. Some evenings and weekends are required during peak registration times and for special events.

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to humanresources@eacc.edu, or complete an online employment application located at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is posted. EACC offers all full-time employee a generous benefit and leave package. EACC is an AA/EO employer.