RESPONSIBILITIES:

The Dean of the College of Continuing Studies reports to the Provost. The Dean is responsible for the overall conduct of the administrative functions of the College, including oversight of the College’s six program divisions: Distance Education; Academic Programs and Services; Professional Management and Development Programs; Paul W. Bryant Conference Center; Southeastern Automotive College; and the Division of Environmental and Industrial Programs. In addition, the Dean oversees the College’s Office of Advancement and Community College Relations and the Office of Administrative Services.

The duties of the Dean including providing leadership and management of the resources required for designing, implementing, and evaluating the University’s Continuing and Distance Education programs, whether delivered in the Bryant Conference Center, across the State of Alabama, or around the world. The Dean must continually demonstrate a working knowledge of marketing and promotion techniques, market research, continuous quality improvement, wise fiscal management, innovative fund-raising, state-of-the-art conference center management, and strategic use of new technology required for distance education.

MINIMUM QUALIFICATIONS:

- Earned doctorate in related field and academic background reflecting a commitment to and understanding of the adult learner and lifelong learning.

- Administrative and leadership abilities as demonstrated by:
  
  o A record of success in managing complex organizations, budgets, and personnel.
  
  o A record of success in managing complex continuing education programs.
  
  o Substantial experience in managing the design, development, implementation, evaluation of distance education programs using electronic technology.
  
  o Substantial experience interacting with a variety of internal and external constituencies.
  
  o Entrepreneurial expertise.

- Demonstrated skills and experience to lead a broad and intensive development program.