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DIVISION DEAN, FINE ARTS & COMMUNICATIONS

College: Foothill

Position Purpose

Reporting to the Dean of Instruction & Technology and Dean of Educational Resources, implements and facilitates the delivery of educational services to students in the Fine Arts & Communications Division's departments; hires, evaluates, budgets, schedules, monitors and analyzes enrollment, productivity, recruitment, arbitration of conflicts, and compliance with legal obligations. In addition, the Division Dean of Fine Arts & Communications teaches 25% of a full-time load minimum.

Nature and Scope

The Division Dean of Fine Arts & Communications supervises approximately 100 full- and part-time faculty, classified staff, temporary and student employees, and volunteers.

This position is responsible for developing the budget and allocating funds; resolving conflicts; scheduling classes; determining the content of evaluations; assigning faculty; and providing answers to student problems.

Key Duties and Responsibilities

1. Motivates and evaluate faculty and staff. Deal with conflicts to remove impedrance.
2. Teach classes as assigned.
3. Develops and monitor budgets and expenditures, including addressing needs of facilities and equipment.
4. Communicates College mission and policies from top administration to faculty and students, and communicate faculty and student needs and concerns to top administration.
5. Participates in a variety of College and Division committees, and work on fund-raising and marketing activities.

Employment Standards

Knowledge:

1. Marketing and fund raising.
2. Working knowledge of all applicable laws, regulation, guidelines, and contracts, such as Title V, Education Code, state and local regulations, FA, CSEA and SEIU contracts.
3. Accredited tuition program guidelines for safety regulations (OSHA).
4. California Community College System.
5. Technical knowledge in each discipline of fine arts preferred.
6. Personnel management.
7. Foothill college governance policies.
8. Computers: commonly used software and communication mediums.

Skills and Abilities:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing.
3. Current computer hardware and software skills preferred.
4. Proven leadership and management.
5. Interpersonal skills.
6. Strong supervisory, Problem solving, Public speaking skills.

Education and Experience:
1. Advanced degree in Fine Arts or other related field.
2. Administrative experience including marketing and fundraising.
3. Experience supervising or managing people.
4. Demonstrated success in art.
5. Successful experience in administering of arts organizations.
7. Administration of arts organizations in the private sector preferred.

Working conditions:
1. Typical office environment; subject to travel to conduct work.

Date Approved:
Grade: J
EEO-Category: H10