Dean of the School of Science, Technology, Engineering, and Mathematics (STEM)
(Full-time position anticipated to begin July 1, 2022)

POSITION TITLE: Dean of the School of Science, Technology, Engineering, and Mathematics

JVA #: 2021-24

DEPARTMENT: School of Science, Technology, Engineering, and Mathematics

POSITION SUMMARY: Reporting to the Provost and Vice President for Academic and Student Affairs, the Dean of the School of Science, Technology, Engineering, and Mathematics (STEM) works as a team member with the provost, and other deans and directors for the implementation for the appropriate, effective, and accountable instruction institution-wide. The dean serves as the Chief Academic and Administrative Officer of the School of STEM and is responsible for the effective leadership and management of the school’s financial and human resources. S/he is a member of the Deans’ Council.

We seek a candidate with a minimum of a Master’s degree in Science, Technology, Engineering, or Mathematics, or closely related field. College teaching experience and an ability to effectively use alternative modalities (e.g., on-line, video livestreaming) in addition to a traditional classroom setting is required. This position will work as a team member on undergraduate program development. Appointment anticipated to begin July 1, 2022.

POSITION RESPONSIBILITIES: This position includes administration, academic advising, as well as participation in school committees and College governance. The successful candidate will demonstrate evidence of effective administrative skills, the potential for excellence in teaching, and dedication to College and community service.

The dean is expected to:

Perform general responsibilities, such as the following:

- Provide leadership in the development of Baccalaureate and graduate-level programs within the respective school.
- Provide leadership in the continued professional development of faculty and staff.
- Provide leadership in developing service learning within the School's curriculum.
- Evaluate personnel and programs within the School.
- Provide leadership in implementing College and HEPC Policies.
- Work cooperatively with business, industry, and other organizations that are, or might become the employers of BSC graduates.
- Supervise Department Chairs and/or program coordinators within the School.
- Develop and manage the School's budget.
- Develop funding sources through gifts, contracts and grants.
Perform specific responsibilities, to include:

- Call and preside over meetings of the School faculty.
- In consultation with School faculty, assess School curricula for adequate academic quality and relevance to occupational needs, student needs, and community desires.
- Schedule classes (on- and off- campus), determine faculty teaching assignments, advisor assignments, and build/room usage, insuring that the overall instructional needs of the School and College are met.
- Work with the Office of Institutional Research and Effectiveness to schedule student evaluations of instruction as needed.
- Conduct School faculty and staff evaluations in compliance with College policies.
- Make personnel recommendations related, but not limited to, tenure, promotion, appointment, leaves, etc., subject to the institutional policies and procedures, and with the intent to strengthen faculty quality.
- Include students and advisory committee members in an ongoing evaluation of curriculum.
- Provide both intra- and inter-school leadership in short-term and long-term academic planning.
- Prepare program reviews and other reports in accordance with College requirements.
- Ensure completion and accuracy of 45/90 hour evaluations.
- In consultation with faculty, identify School budget needs and develop and administer the school budget.
- Manage the School's equipment, classroom and office space and other physical facilities; supervise the School's support staff, assign work-study students; and supervise the acquisition of books and supplies for courses and programs within the division.
- Work to promote good student-faculty-community relations.
- Supervise the process of resolving faculty and/or student problems at the School level.
- Act as liaison between the College administration and the School, including the communication, interpretation and implementation of policies, procedures and actions of the administration.
- Identify sources of external funding for School programs and work with appropriate College personnel to secure such funding.
- Work with the Admissions and Enrollment Services Office in the recruitment of students into School programs.
- Contribute to the institutional strategic plan and implement aspects specific to the School.
- Secure and/or maintain program accreditation at state, regional and national levels if applicable.
- Conduct yearly program advisory committee(s) meetings if applicable.
- Submit assessment/evaluation reports in accordance with College requirements.
- Maintain accurate and current data as required by the College and/or School.
- Assist with implementation of innovative teaching methodologies relative to emerging technologies and distance educations.
- Assist School faculty with development and implementation of new options in current programs and new programs of study appropriate to the mission of the institution.
- Carry out other College responsibilities as assigned by the Provost.

MINIMUM REQUIRED QUALIFICATIONS:

- A Master’s degree in Science, Technology, Engineering, or Mathematics, or closely related field from an accredited institution.
- Prior supervisory experience in higher education.
- Excellent organizational skills and ability to effectively manage multiple priorities independently.
- Excellent record keeping skills and attention to detail (critical).
• Good writing, analytical and problem-solving skills.
• Excellent communication skills both written and verbal.
• Must be highly motivated, goal oriented, and have a strong work ethic.
• Valid State Driver’s License required.

PREFERRED QUALIFICATIONS:
• PhD in Science, Technology, Engineering, or Mathematics, or closely related field.

COMPENSATION: Salary is commensurate with qualifications and experience. This position is dependent upon available funding.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu

APPLICATION PROCEDURE: Complete applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:
   1. Letter of interest specific to the position;
   2. A completed BSC Employment Application (available at: https://www.bluefieldstate.edu/resources/human-resources/job);
   3. Resume/CV;
   4. Contact information for at least three professional references; and
   5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please do not include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

DATE POSTED: December 13, 2021

CLOSING DATE: Position is open until filled. A review of applications will begin immediately. For full consideration, applications must be received by 4:00 pm EST, February 11, 2022. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.