



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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# DEAN OF GLOBAL LEARNING PROGRAMS & SERVICES

An Administrative Position  
Grade AD

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### A. General Statement

The Dean of Global Learning Programs and Services is responsible to the Vice President of Instruction for administration of the division programs and services, including the International Student Program, African Diaspora, the Center for International Trade Development, Small Business Incubation Center, Education/Study Abroad Program, Youth Entrepreneurship Program and other programs and services developed in the division.

### B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provide leadership, management, and development for the division's day, evening, and weekend programs throughout the year
2. Oversee hiring of faculty and classified staff for the division and recommend personnel actions to the appropriate Vice President
3. Supervise faculty and classified staff and oversee their evaluation
4. Organize and supervise the operation of the division office
5. Provide leadership and oversight for the International Student Program including international student success on campus, admissions, administrative support for students including SEVIS, and recruiting strategies for growing the program
6. Oversee the programs and operations including: Center for International Trade Development, International Students Program, Education/Study Abroad Program, Youth Entrepreneurship Program, Small business Incubator Center, African Diaspora Program
7. In collaboration with faculty and staff, identify program needs and encourage innovation and the development of curriculum
8. Support a variety of methods of program delivery, including computer-assisted instruction and distance learning
9. In collaboration with appropriate college staff and faculty, ensure course and program articulations are kept current
10. Develop, administer, and advocate for the division budget in a manner that supports the health of all departments

11. With faculty and staff, and in collaboration with other instructional administrators, coordinate the preparation of division class schedules, catalogs, brochures and other printed materials
12. Facilitate grant applications for the division, manage new and existing grants, and prepare required reports
13. Serve as liaison with other college divisions and services, advisory committees, individual students and student groups, and appropriate off-campus groups
14. Serve as an active member of the College administrative team to address college-wide issues, concerns, and planning, including facilities restructuring and development; serve on College and District committees, as assigned
15. Organize and lead the annual division planning and budgeting process in concert with college goals, mission, vision and values; provide leadership for departmental program reviews
16. Work with students, faculty, and staff to constructively resolve problems and conflicts
17. Provide leadership in staff and faculty development, including division meetings and retreats
18. Perform other duties as assigned by the Vice President of Instruction

### **C. Requirements**

1. Possession of a Master's degree from an accredited institution
2. One year of formal training, internship, or leadership experience reasonably related to the managerial assignment
3. Ability to communicate effectively and constructively with persons of diverse cultures, language groups, and abilities. Demonstrated sensitivity to and ability to work with the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities.

### **D. Physical/Other Requirements**

This classification requires data comparison, analysis and interpretation; conceptualization; oral communication with small and large groups; persuasive communication; negotiation; confrontation; conflict resolution; coordinating work performed by others; tact, sensitivity, patience; flexibility and adaptability; good memory; attention to details; and prioritization in order to perform the essential functions.

### **E. Knowledge, Skills & Abilities**

1. Successful teaching and/or service experience in disciplines/programs and services that are related to global/international issues that are a part of the Global Learning Division evidence of ability to provide leadership that inspires, encourages autonomy, and provides guidance to faculty and staff
2. Evidence of sustained involvement, initiative, and leadership in instructional activities
3. Ability to develop, organize, and coordinate diverse instructional programs and services to achieve college and division goals
4. Ability to elicit and coordinate recommendations from division faculty and staff, and ability to represent effectively the division and its goals at college and district levels
5. Ability to recognize, respond to, and encourage innovative practices
6. Ability to facilitate the development and administration of faculty and staff hiring, curriculum, budget, staff development, and performance evaluation
7. Ability to manage the Division office and other support services to assist faculty, staff and students
8. Demonstrated ability to communicate and problem solve effectively with district and college administrators, faculty, staff, students, and the public
9. Awareness of and commitment to the goals of shared governance
10. Evidence of organizational skills, including prioritization and delegation
11. Commitment to support, develop, and implement instructional programs related to equity and Basic Skills initiatives
12. Familiarity with and willingness to use or to encourage the use of computer-based technology for management of the division and for instructional purposes, such as curriculum development and outcomes tracking

13. Experience in or willingness to support, develop, implement and assess outcomes of programs that lead to the success of all students, including underrepresented groups
14. Knowledge of accreditation standards and their implementation
15. Experience in articulating curriculum and programs with both university and high school faculty
16. Successful experience in grant writing and management
17. Demonstrated ability to form and maintain community and industry partnerships
18. Ability to work collaboratively with faculty, staff and administration to plan and implement facilities modifications
19. Commitment to programs that encourage pre-collegiate students to pursue education

(3/2015)