

Associate Dean of Occupational & Life Skills

Job ID: 13999

Location: Bellevue College

Full/Part Time: Full Time

Regular/Temporary: Regular

Position Summary

The Associate Dean provides instructional and administrative leadership for the Occupational & Life Skills program and directly supervises program faculty and staff. The Associate Dean role directs program operations, allocates resources, and is responsible for program results. The Associate Dean is responsible for creating a vision and strategy for the program and leading and motivating faculty and staff to accomplish program goals.

The Associate Dean reports to the Dean of Connected Learning.

Pay, Benefits & Work Schedule

Position Salary Range: \$100,673/year - \$145,976/year

The salary information shown above is a general guideline only. The salary will be determined based on candidate's qualifications and related experience, as well as market and business considerations. Typically, new hire starts no higher than **\$111,999/year** based on Bellevue College Exempt salary schedule.

We offer comprehensive compensation package with salary and benefits as the main components. **Generous** <https://www.bellevuecollege.edu/hr/benefits/> **is offered through Washington State plans that includes multiple** medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc.

The employee is scheduled to work 40 hours per workweek. This position is exempt from the overtime provisions of the Fair Labor Standards Act, which means that you are not eligible for overtime pay.

About The College

Bellevue College is a diverse student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse

community. Bellevue College is located just 10 miles east of Seattle where we serve a student population of over 54% students of color and over 1,300 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant and inclusive campus community that supports a diverse student body, faculty and staff. As an essential part of our <https://www.bellevuecollege.edu/about-us/future-vision/vision-values-mission/>, diversity, equity and pluralism are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building an inclusive and diverse campus community that fosters creativity, innovation and student success.

For more information, visit <https://www.bellevuecollege.edu/facts/>.

About the Department

The Occupational & Life Skills program (OLS) is an accredited Associate Degree for students with learning disabilities. In this uniquely supportive skills-based program, students apply academic knowledge through community activities, service learning, and social experiences. Students identify a career pathway, gain marketable, workplace-ready competencies, develop better interpersonal skills, and complete an internship in alignment with their career goals.

As a self-supporting program within Academic Affairs, OLS runs like a business entity, with student recruitment, enrollment, and retention key factors for program viability and success.

Essential Functions

Program management

- Provide program vision, goals, strategy, and direction
- Supervise, empower, and provide growth opportunities for the OLS leadership team including operations, internships, marketing, and student success
- Identify and implement innovations, best practices, and adjustments while maintaining the integrity of the program
- Hire and supervise classified and exempt staff which includes, defining roles and responsibilities, performance evaluations, training and professional development, setting expectations, coaching and counseling, corrective action, communication, goal setting, and improvement plans
- Define the parameters for OLS Marketing strategy in collaboration with the Marketing specialist and oversee implementation to assure student recruitment and brand recognition

- Communicate program vision and goals and motivate staff to align with program strategy
- Create and maintain a positive and inclusive work environment that embraces diversity and inclusion, teamwork, and mutual respect
- Apply for grants and mini grants (BC Foundation)
- Provide strategy, organization, and leadership for the OLS Advisory Board including recruitment of new members, presenting program needs, and implementing Board recommendations.

Instructional management

- Provide instructional vision and direction for the Occupational & Life Skills program
- Recruit, hire, mentor, and supervise part-time adjunct faculty
- Promote a diverse and equitable working and learning environment
- Evaluate and review instructional programs, implementation of academic standards, and compliance with grants and contracts as needed
- Collaborate with students, faculty, staff, administration, community-based organizations, and other state agencies to continuously evaluate and improve programs and courses to ensure successful learning opportunities and transitions for students
- Collect, analyze, and share program data for continuous program improvement

Community outreach

- Create, collaborate, and maintain relationships with partners in the community to support various program needs
- Manage event planning and marketing efforts to highlight program through state wide college fair (College Bound), community resource fairs, national conferences, and local events
- Oversee OLS initiatives with all departments at BC, serve as primary contact and collaborator with BC staff
- Deliver engaging presentations, participate in professional panels and public speaking engagements including networking events

Student and program success

- Create and implement student success systems to promote retention and reduce conduct issues in partnership with Student Success Program Manager
- Address student conduct issues as they arise in collaboration with Student Success Program Manager and Bellevue College student conduct department
- Define and refine student success metrics to facilitate data informed decisions.
- Ensure program continues to meet accreditation requirements
- Manage and adhere to Bellevue College, federal, and OLS policies and procedures including student enrollment, student conduct, accreditation requirements, ADA, FERPA and financial aid standards.

Budget

- Develop, manage, and implement a self-support, tuition-based budget with timely corrective action plans
- Create and manage new programs in addition to Associate Degree to increase sources of revenue and create new student pipelines

Other

- Perform other duties as assigned

Minimum Qualifications

Master's degree from accredited institution in education or related fields specific to supporting students with developmentally related disabilities. Any combination of relevant experience may be substituted for the education requirement on a year-for-year basis.

Administrative or leadership experience managing and motivating a collaborative and diverse team.

Experience with/Knowledge of program management and development principles, including strategy, daily oversight, fiscal responsibility, leadership, and growth.

Experience with budget proposal development and effective management of a budget of \$500,000 or more over multiple fiscal years.

Demonstrated knowledge of academic, social, and workplace challenges of people with disabilities.

Demonstrated experience public speaking, networking, and promoting organizational interests.

Demonstrated ability building and maintaining community partnerships that result in a stronger program.

Experience facilitating the development of student empowerment and self-determination programs for those with a disabilities.

Experience building, maintaining, and leading new initiatives.

Preferred Qualifications

Master's degree from accredited institution in special education and or a related field specific to supporting students with developmentally related disabilities.

Previous higher education experience managing credit programs.

Experience working directly with high school or young adults who have a learning disability in the classroom, workplace, or in the community.

Conditions of Employment

Bellevue College intends to provide a drug-free, healthy, safe, and secure work and educational environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform her/his/their assigned duties.

Bellevue College employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Sexual Misconduct and Background Check:

Prior to start of employment, finalists(s) for this position will be subject to a pre-employment background check as a condition of employment. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under <https://app.leg.wa.gov/RCW/default.aspx?cite=28B.112.080>.

Check frequently in your inbox, spam, junk, clutter email folders for any communication regarding the next steps from Bellevue College and our background check partners.

Reference Check:

Reference checks may include, but are not limited to, contacting references and verification of work experience, and/or past job duties.

Other Information

- This position is NOT eligible for relocation allowance.
- This position is NOT eligible for sponsorship for employment-based visa.

How To Apply

Applications received by **09/03/2024** will be given full consideration. Applications received after that date may be considered until the position is filled.

All individuals interested in this position are encouraged to apply. Your application must include a complete online application and all of the required documents below to be considered complete. Any application that does not provide all requested information will not be considered for the position (only submit required documents with the application, additional documents will not be reviewed.) Please review <https://www.bellevuecollege.edu/work-at-bellevue/applying-for-jobs-tips/> before applying. **Current Bellevue College employees should apply the position through Employee Self Service.**

Required application materials:

- Attach a Cover Letter (min 1 pg., max 2 pgs.)

- Attach a Resume
- Attach a Diversity Statement (min 1 pg., max 2 pgs.) that addresses the following: Describe and provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to Bellevue College
- Complete Job Questionnaires if applicable

Contact:

If you have questions with regards to the application or the hiring process, please contact Office of Human Resources at 425-564-2274 or email to jobs@bellevuecollege.edu.

EEO Statement

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at <https://www.bellevuecollege.edu/policies/>. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office B126.

Applicants with disabilities who require assistance with the recruitment process may contact hraccommodations@bellevuecollege.edu .

To apply, visit <https://apptrkr.com/5438306>

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