

VERMONT TECH

April 12, 2017

POSITION ANNOUNCEMENT

- Position:** **Associate Dean of Administration**
Full-time, Exempt, VSC Grade 17, Non-Bargaining Unit
- Location:** Randolph Center campus
- Compensation:** Within the VSC Grade 17 salary range plus the VSC Non- Bargaining Unit Administrators benefits package.
- Responsibilities:** Under the direction of the Dean of Administration, provide leadership and management in all areas of administration, project management, strategic planning and development. Assist with the development, direction and management of administrative and business operations in compliance with the VSC Board of Trustees' policies and procedures.
- Serve as project leader, researcher, and manager for all special projects in the office of the Dean of Administration.
 - Oversee and manage operating budgets including equipment and project budgets.
 - Oversee College procurement policy and procedures, including request for proposals (RFP), memoranda of understanding, etc.
 - As directed, perform a wide range of liaison functions with government and other community agencies, business and industry representatives, consultants and contractors.
 - Assis with the development, communication and implementation of effective growth strategies and processes.
 - Supervise, directly or indirectly, 3-7 office staff members.
 - Perform comparative cost analyses for new versus existing practices.
 - Meet with project managers and staff to oversee and administer project progression. Monitor, advise and maintain the status of any and all College leases.
 - Prepare, analyze and present various reports on routine and special project status to college management team(s), provide related information to groups both inside and outside of the college.
 - Serve as Chair or resource person on various college committees and act as a college representative on system-wide or state-wide committees.
 - Confer with representative groups of Vermont Tech community to plan, coordinate and evaluate activities, projects and systems and policies. Investigate and resolve problems; provide related technical advice.

Qualifications: Master's degree in business or other appropriate discipline plus 7-10 years of business experiences preferably in higher education or a combination of education and experience from which comparable knowledge and skills are acquired.

- Relevant experience dealing with business/industry personnel and government agencies.
- Experience in a higher education multi-building environment with a demonstrated record of directing operations, budget and personnel functions.
- Excellent communications skills, both written and oral.
- Excellent planning, administrative, organizational, supervisory and budget management skills.
- Ability to deal effectively with a wide range of College personnel and students as well as outside consultants, media, facility users, and others both inside and outside of the College.
- Superior leadership. Public relations, public presentation and negotiation skills necessary.
- Expectation for moderate statewide travel for which a valid Vermont driver's license is required.

Starting Date: ASAP

Application Deadline: Applications will be accepted until April 21, 2017.

To Apply: Submit a **mandatory** Vermont Tech employment application, resume and cover letter to jobs@vtc.edu Employment application is available on the Vermont Tech website at: www.vtc.edu/employment. **Incomplete application materials will not be considered.**

A Fingerprint-Supported Criminal Background Check is required for this position. Continued employment is contingent upon the results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other under-represented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.