

Dean, Greensboro Campus

Posting Date: October 23, 2009

Location: Greensboro Campus

Appointment Period: Contracts for regular positions are renewable each June 30th after successful completion of probationary period.

Contact Information: Human Resources

Summary:

Responsible for the overall administration and operation of the Greensboro Campus facilities and programs. Responsibilities include, but are not limited to, direct management of Basic Skills and Community Service programs and indirect management of all other campus programs; recruiting students, staff and instructors; planning and evaluating community needs; managing annual budget; planning for long and short term facility and program needs; ensuring professional development of staff; working with housekeeping, maintenance, security, and counseling staff; working with Greensboro Campus Advisory Committee, as well as, various institutional advisory committees; and serving on appropriate committees within the Greensboro community. Incumbent is expected to work extensively within the Greensboro community building relationships/partnerships that promote the college offerings and activities. The position requires evening and weekend supervisory responsibilities periodically and serves on College committees as assigned.

Qualifications:

Master's Degree in education, administration, or in a related field. A doctorate is preferred

Three to five years comprehensive experience in administration and supervision of full-time employees.

Possess excellent oral and written communication skills, strong personnel supervision skills, strong background in facilities planning and management. Have a general knowledge of marketing principles and a working knowledge of budgeting processes, ability to organize and plan effectively.

Possess an understanding of the higher education environment.

Possess the ability to manage a large number of direct and indirect reports in a hectic work environment

Work evenings and Saturdays when required

Application Deadline: Open until filled.

How to Apply: A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. *If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript. Application for Evaluation is available at [International Education Evaluations, Inc.](#)

ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE

POSITION VACANCY

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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”