



ACADEMIC DEAN

The Academic Dean is responsible for building and developing the faculty as well as for the delivery of CSI-approved curriculum. The Academic Dean works with faculty to ensure student learning and academic progress; supports quality of student service; promotes an environment committed to regulatory compliances and consistent improvement of academic processes on the campus. Based on the campus academic needs, may teach up to 20 hours per week.

Essential Job Duties and Responsibilities:

- Hire, train, motivate and monitor faculty.
- Resolve staffing issues and provide instructional advising to staff.
- Conduct Instructors performance measurement according to CSI policies and procedures.
- Monitor faculty reporting procedures for attendance, grades, academic warning, academic probation, at-risk students, etc.
- Actively participate in the campus budgeting process.
- Report satisfactory academic progress (SAP) to the Director of Education.
- Conduct quarterly ESL instructors' in-service meetings.
- Organize field trips.
- Actively contribute to program improvement.
- Provide academic advising and support to students.
- Assist in design, implementation, and management of student success and retention initiatives.
- Respond, investigate, and take appropriate actions regarding student or faculty complaints or concerns.
- Identify and promote best practices among faculty.
- Other duties and special projects as assigned.

Required Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills.
- Ability to learn quickly, work effectively under pressure, prioritize work, and meet deadlines.
- Strong sense of customer service.
- Knowledge of pedagogical methods
- Knowledge of blended learning methodology (BLM)
- Knowledge of LMS
- Native ability to speak English.
- Team building skills.
- Leadership aptitude.
- Ability to use the following equipment and software packages with proficiency:
 - Microsoft Office Suite
 - Ability to use online learning tools

Education and Experience:

The position requires a BA degree in any liberal art field, MA preferred. At least 2 years of managerial experience.

Salary:

\$40,000 – \$ 50,000 per year.