

**ASSOCIATE DEAN OF INSTRUCTION:
SCHOOL OF BUSINESS & COMPUTING – MJC**

DEFINITION

Instructional Associate Deans provide administrative and operational support to the Dean in managing the School's instructional programs, faculty, and student success initiatives. Under the direction of the Dean, the Associate Dean assists in the day-to-day operations of the School, working collaboratively with assigned faculty, classified professionals, and staff to support instructional excellence, equity, and student achievement. The Associate Dean plays a critical role in supporting curriculum development, enrollment management, faculty support, scheduling, and student success—particularly as it relates to persistence, completion, and equity.

SUPERVISION RECEIVED AND EXERCISED

Under the direction of the Dean of Instruction – School of Science, Engineering & Math/School of Business & Computing, supports the planning, coordination, and oversight of administrative activities within the assigned School of Business & Computing. Supervises assigned classified professionals, faculty and students; assists in the implementation of academic programs (day, evening, and online), curricular and co-curricular initiatives, and related administrative and personnel processes. Contributes to equity-minded curriculum planning and review, course and program promotion, and helps assess needs for instructional staffing, facilities, and resources. Provides input to the Dean on policies, procedures, and standards related to instructional services, and performs other duties as assigned.

ESSENTIAL DUTIES:

- **Leadership & Operations**
 - Support the Dean in providing strategic and operational leadership for the School of Business & Computing.
 - Assist in managing faculty hiring, onboarding, evaluations, and professional development efforts.
 - Oversee daily operations including scheduling, course planning, and resource allocation in alignment with the goals for the School of Business & Computing.
 - Collaborate with the Dean on fiscal planning and monitoring of program budgets.
 - Maintain administrative oversight of the assigned program budgets, including general funds and categorical funds.
 - Support the Dean in coordinating facility planning and classroom space management to align with instructional and student needs.
 - Ensure compliance with institutional policies, state regulations, and accreditation standards, in coordination with the Dean.
 - Represent the Dean in School or committee meetings as needed; serve on college committees and task forces in support of School initiatives.
- **Enrollment Management**
 - Assist the Dean in analyzing enrollment trends and shaping course schedules to meet student demand.
 - Support targeted outreach and marketing strategies to boost enrollment in business & computing programs.
 - Assist the Dean in coordinating dual enrollment offerings, co-curricular scheduling, and flexible instructional modalities to meet student and program needs.
 - Work collaboratively to identify enrollment barriers and contribute to solutions that expand access.

- **Student Success, Completion & Equity**

- Support the Dean's equity and student success goals by promoting inclusive teaching and advising practices.
- Collaborate with faculty to implement student-centered strategies that improve retention and completion.
- Monitor and report disaggregated data to inform strategies that close equity gaps.
- Coordinate with support services to streamline academic pathways and reduce time to completion.
- Support the Dean in coordinating faculty and staff recruitment processes and contribute to performance evaluation processes in accordance with district policies.
- Collaborate on initiatives that help students feel connected, valued, and supported within the School.
- Support the Dean in identifying grant opportunities and assisting with the development of proposals to fund instructional and student success initiatives.

- **Curriculum & Program Development**

- Assist the Dean in leading curriculum review and innovation efforts that ensure relevance and academic integrity.
- Support the development of new certificates, degrees, and transfer pathways based on industry trends and student needs.
- Ensure curriculum aligns with accreditation requirements and transfer agreements.
- Assist in gathering and analyzing data for program review, planning, and accreditation efforts led by the Dean.
- Promote instructional excellence across modalities, including online, hybrid, and flexible learning environments.

- **Community Outreach & Partnerships**

- Represent the School of Business in community and employer outreach efforts, as directed by the Dean.
- Maintain and grow industry advisory boards to inform curriculum and support workforce alignment.
- Facilitate connections with local employers and MJC Career Services to expand internships, work-based learning, and job placement opportunities.
- Collaborate with the Dean to build regional partnerships that support economic and workforce development.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Possession of a Master's Degree from an accredited college or university related to the administrative assignment.
- **Experience:** Three years of teaching, preferable at the community college level. Two years of faculty leadership/governance committee work preferred.

Knowledge of:

- Principles of current issues involving community, economic development, curriculum development and instructional technology related to academic disciplines in the School
- The diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and practices that promote equity and success
- Diversity, equity, and inclusion principles and strategies

- Principles of current issues involving curriculum and instruction; all college services and programs; state and federal laws
- Codes and regulations affecting instruction and instructional programs
- Principles and techniques used in the administration of equitable and strategic budget and planning practices

Ability to:

- Work with an equity-minded framework that is highly committed to student success
- Learn, use, and implement new technologies as tools for learning, teaching, administering and generally improving the work area or scope of work
- Communicate effectively with diverse constituencies, within and outside the District
- Possess strong interpersonal communication skills, ability to motivate students and staff; deal with issues related to instruction and needs of students and staff
- Plan, organize, direct, administer, review, and evaluate assigned programs and services
- Exercise sound judgment in the performance of duties
- High degree of professionalism and integrity
- Ability to understand, motivate and deal with issues related to instruction and the needs of students and staff
- Demonstrated commitment to community and campus.

Licenses and Certificates:

- Possession of valid California Motor Vehicle Operator's License.

Physical and Mental Standards*

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person, and exhibit culturally relevant communications.
- **Emotional/Psychological Factors:** ability to work with empathy and creativity; make data informed, equity-minded decisions and concentrate; navigate frequent contact with others from multi-cultural backgrounds; represent the college in public; anticipate and meet frequent deadlines and time-limited assignments.

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment on a campus with a culturally and ethnically diverse student population.
- Work will require evening and weekend hours.

Class Adopted: 7/2025

Class Amended: