**ASSOCIATE DEAN, ADULT EDUCATION**

**TRUMAN COLLEGE**

Truman College is looking for an academic professional to provide leadership, develop and maintain our Adult Education program. The Associate Dean of Adult Education is responsible in assisting the Dean in planning, organizing and directing the operation, staffing, and budgeting needs of the Adult Education Department to support the goals of the institution. This is a great opportunity for someone who is dedicated to helping students meet their academic goals. Strong candidates will be able to demonstrate excellent leadership and management skills, be self-directed and motivated, and have a passion for education.

**GENERAL RESPONSIBILITIES**

* Identifies and recommends staffing needs to the Dean. Interviews and recommends to the Dean selection of part-time faculty. Evaluates part-time faculty and recommends retention or non-retention.
* Serves as a hearing officer regarding student complaints and recommends appropriate procedures for their resolution.
* Prepares and develops budgets for the division in cooperation with the Business Office. Assists the Dean in monitoring the budget.
* Coordinates and directs the evaluation, review and implementation of innovative curriculum additions and revisions, course outlines and syllabi and textbook selection.
* Writes proposals to seek external funding for specific projects and initiatives that require support beyond the District’s capabilities.
* Works with the Office of Research to plan and implement routine research concerning the numbers, status and success of course offerings; prepares reports and analyses setting forth progress or adverse trends; and makes appropriate recommendations and/or conclusions.

**QUALIFICATIONS**

* Bachelor’s degree in Education, English as a Second Language (ESL), or a related field required. Master’s degree in one or more of the above-stated fields preferred, supplemented by a minimum of five years of administrative experience in Adult Education and/or ESL programs; or an equivalent combination of training and experience required
* Proven organizational skills and supervisory ability
* Demonstrated ability to work well with employees at all levels of the organization, in addition to students and other college customers, required
* Must have excellent verbal and written communication skills
* Must be computer proficient with knowledge of a variety of software programs
* Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District

**WE OFFER:**  
Full health benefits, 403(b) & 457(b) investment plans, paid vacation/holidays and City Colleges tuition waiver. Plus, enjoy working with a group of people who really love what they do. For a more detailed overview of benefits visit our benefits page.

**Chicago residency is required for all full-time employees within 6 months of hire.**

**We are an equal opportunity and affirmative action employer.**

**Thank you for your interest in CCC!**