



Office of Human Resources
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www.caspercollege.edu

Education for a Lifetime...

Casper College employees:

- * *Promote personal, professional and academic growth of the entire college community*
- * *Provide open access and affordability*
- * *Enhance a culture of trust, respect, and open communication among all participants*
- * *Encourage diversity of thought, culture and experience*
- * *Plan for the future in a context that reflects flexibility, innovation, tradition and sustainability*
- * *Provide service to community*
- * *Embrace accountability and responsibility*
- * *Foster and maintain an enriching campus environment*
- * *Celebrate and reward excellence*

Founded in 1945, the college campus is 28 buildings on more than 200 acres overlooking the city of Casper. With about 170 full-time and about 100 adjunct faculty, the college serves more than 4,000 students with nearly 150 degree, technical and career programs.

Selection Process

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

Dean for the School of Science Position Opening

Serving as one of seven Deans, this position provides visionary leadership for both Casper College and the School of Science. The position will require a person who values academic collaboration, student achievement, and who enjoys the challenges of leading a multi-disciplinary school. The School of Science currently has more than 30 full-time faculty members, several adjunct faculty members and two museums. This full-time 12 month position reports to the Vice President for Academic Affairs.

In collaboration with faculty, responsibilities include, but are not limited to, the following:

- Provide leadership for faculty and staff in offering a rigorous learning program for all students supporting our strong tradition of academic excellence
- Promote and model innovative, collaborative, and entrepreneurial solutions
- Provide effective supervision, guidance and evaluation of faculty and staff
- Within the school, support curriculum and assessment activities, diverse learning styles and delivery mechanisms including online
- Research, plan and make decisions regarding continuing and/or modifying existing programs and services and the need for developing new programs and services
- Provide effective financial planning and budget management and assist in seeking outside sources of funding as appropriate
- Serve on and be an active team member on related committees and task forces
- Maintain effective interpersonal and institutional relationships with internal and external constituencies of the college
- Other assignments related to college-wide academic activities or issues

Qualifications:

- Master's degree from a regionally accredited institution
- Demonstrated commitment to the mission of the community college
- Demonstrated successful understanding of and commitment to shared, participative and collaborative governance and decision-making in academic institutions
- Demonstrated successful experience in program development and management
- Demonstrated effective experience with advisory committees, public and private partnerships
- Effective communication and management skills
- Desirable: Additional graduate degree or doctorate; four or more years of professional experience in higher education; teaching experience in one of the school's curricular areas

To apply please submit:

- Completed Casper College applicant data/release form
- Letter of interest addressing specific qualifications for position requirements
- Current resume / curriculum vitae
- List three references showing relationship and complete contact information
- Transcripts of all college work, graduate and undergraduate (official transcripts will be required if employed)

Announcement date: December 1, 2009

Applications accepted through: February 5, 2010

Starting date: July 1, 2010

Salary: commensurate with education and experience