

DEAN OF BUSINESS

In addition to the general duties and responsibilities of the Academic Deans, the Dean of Business shall also be responsible for the following essential functions:

1. Administration of the business and culinary skills learning labs at both Main and Whitman Center Campuses.
2. Administration and coordination of student organizations within the division.
3. Maintenance of instructional equipment, computer hardware and software, and related supplies to keep current with advancing technology, and making recommendations to the academic vice president for additions and replacements as appropriate.
4. Coordinate activities of advisory committees. Recommend members to the Vice President of Instruction for appointment. Determine topics of discussion and develop meeting agendas. Meet at least annually for each occupational program.
5. Maintain liaison between area high schools and four-year college counterparts, including Tech Prep activities.
6. Keep up with technological changes in the field of expertise and recommend appropriate changes to faculty and Vice President of Instruction.
7. Coordinate co-op experience as appropriate.
8. Be responsible for recommendation of purchase of up-to-date instructional equipment, and software, as well as, coordination of maintenance of current equipment and software.