



**Lincoln Land
Community College**

Staff Vacancy Announcement

Human Resources 217-786-2752 www.llcc.edu/hr

Dean, Social Sciences & Business

The Dean of Social Sciences & Business provides leadership and administrative oversight for the disciplines and programs under the Dean's purview.

Job Responsibilities:

- Planning, directing, and evaluating the department's instructional programs
- Recruiting, supervising, and evaluating full-time and adjunct department faculty and staff
- Initiating and facilitating professional development activities for faculty and staff
- Developing a comprehensive, cost-effective schedule of classes that meets student needs and maximizes the use of facilities (including outreach centers) and equipment
- Maintaining a learning environment consistent with best-practice in college instruction
- Monitoring compliance with faculty collective bargaining agreement
- Resolving issues related to students, managers, faculty, and staff within the department
- Contributing to a work environment that embraces diversity and diverse perspectives
- Developing partnerships with high schools, colleges/universities, community agencies, and companies
- Developing, implementing, and assessing annual departmental strategies in relation to the college's planning and budgeting process

Required Qualifications:

- Master's degree in one or more of the disciplines taught in the department or equivalent.
- Post-secondary teaching experience and/or relevant work experience; evidence of effective working relationships with external and internal audiences; successful record of innovative education and management practices and a willingness to assume risk.
- Evidence of an understanding and use of technology in an administrative setting.

As a staff member at LLCC, you can look forward to 22 paid holidays a year, including 2 weeks at the end of the calendar year and one week in March for mid-semester break; 12 Fridays off in the summer; and 2 personal days, 15 sick days, and 20 vacation days per year. LLCC staff, their spouse and qualified dependent children are eligible to use the tuition waiver on credited courses. LLCC is a positive, team-oriented environment supportive of staff development. Come join our team of dedicated professionals and be a part of something bigger!! View all the benefits our employees have on our website.

Employment is contingent upon the successful completion of a criminal background check and drug screen. The salary range for this position is \$83,510 - \$139,465. The person hired into this position will be placed within this range based on education, training, experience, and skills. Starting salary is likely to be between \$83,510 and \$125,476, with an excellent benefit package. The full position description, qualifications and application can be accessed at www.llcc.edu/hr. **This position will be open until filled; however, for guaranteed consideration, applications must be received on or before March 14, 2022.**

Lincoln Land Community College does not discriminate against any student, employee, prospective employee or any other person on the basis of their actual or perceived race, color, religion, sex, sexual orientation, gender, gender identity, national origin, ancestry, age, marital status, physical or mental disability, military status, political affiliation, or any other protected status in its programs and activities. More information may be found at www.llcc.edu/equal-opportunity. Inquiries may be directed to the Equal Opportunity Compliance Officer at EOCO@llcc.edu.

Lincoln Land Community College is a drug-free workplace.