College Dean

Job Description and Responsibilities:

1. Overall responsible for planning, organizing, coordinating and managing the establishment and execution of the college

2. Responsible for the college program and all of the business and affairs of the college

3. Prepares the project timeline, and the work schedule

4. Conducts the meetings of the dean's cabinet

5. Acts as the chief administrator of the college

6. Selects commissioners as members of his/her staff

7. Selects deans for each of the degree programs

Selection Criteria

a. Has been selected by the council commissioner and endorsed by the council professional advisor

b. Has earned at least a master degree from a college of commissioner science.