

Academic Dean of Career & Technical Program
Administrator 6
Unlimited, Full-Time

Minnesota North College is seeking to fill a permanent, full-time Academic Dean of Career & Technical Programs.

This position serves as the Academic Dean of Career and Technical Programs, providing academic leadership and direction in support of the mission of Minnesota North College and Minnesota State. The position leads faculty in support of the Higher Learning Commission (HLC) accreditation process, program and curricular assessment, new program development, regional partnerships, equity in student learning and success, and regional academic affairs initiatives, while promoting academic excellence within the faculty. This position also serves as the Campus Director for the Mesabi Range – Eveleth Campus.

This position requires occasional travel to Minnesota North College campuses.

Work Location: This position may be located at any of the Minnesota North College campuses.

Work Hours: Monday – Friday; 40 hours per week

Salary Range: \$98,457 - \$157,531 Annually

GREAT BENEFITS PACKAGE! *Includes low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and one floating holiday and 11 paid holidays each year. Learn more at: <https://mn.gov/mmb/segip/>*

DEADLINE TO APPLY: June 18, 2026

Application Procedure:

Candidates with professional or lived experience in engaging diverse communities in their professional career are especially encouraged to apply.

- **Internal Applicants:** All current college system employees will need to log in to the career site in [Workday](#) to apply for a position. Employees may also search for "Browse Jobs - Employees" in Workday via the search bar at the top to view open positions.
 - **To access Jobs Hub:**
 - Log into Workday
 - Open/Add the Jobs Hub app via Menu to browse open job postings, save search criteria for future use, and review your submitted application.
 - To apply for a position on Jobs Hub, click on the posting's Apply button, complete the application, and click Submit. By following these steps, you can help maintain data integrity and streamline the hiring process.
- **Please use Job Requisition #: JR000005037**

Please upload the following information in Workday:

- Cover letter
- A current resume
- A list of three professional references with contact information
- Unofficial copies of academic transcripts and licenses (official will be required at time of hire); Foreign Transcripts will need a Foreign Transcript Evaluation (paid for by the applicant) completed.

<https://www.naces.org/members>

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree with at least two (2) years of progressively responsible academic leadership experience.
- Highly effective oral and written communication skills.
- Demonstrated cultural competency as well as a demonstrated ability to work successfully with the diverse academic, socioeconomic, cultural, disability, religious, gender identity, sexual orientation, and ethnic backgrounds of college students, staff, and faculty.
- A valid Minnesota Driver's License.

Preferred Qualifications

- Master's or Doctoral degree.
- At least three (3) years of progressively responsible leadership within academics or industry-related disciplines.
- Strong commitment to shared governance, faculty development, and collaborative leadership.
- Experience administering employment agreements, collective bargaining agreements, and related personnel processes.
- Teaching experience in higher education.
- Demonstrated ability to lead innovation and guide others through change.
- Demonstrated ability to manage and effectively allocate personnel, fiscal resources, and institutional assets.
- Experience in fostering relationships with relevant stakeholders.
- Experience with or knowledge of postsecondary accreditation, assessment, and continuous improvement processes.
- Ability to build partnerships across campuses and with regional stakeholders.
- Ability to work effectively with community, state, and national organizations and agencies, including K–12 partners, advisory boards, business and industry, government entities, and public and private organizations.
- Demonstrated ability to lead strategic planning and evidence of systematic decision making.
- Knowledge and experience in mentoring and professional development.

For questions regarding this posting, please contact Donna Hoag, HR: donna.hoag@minnesotanorth.edu

Minnesota North College is comprised of six campuses including Hibbing, Itasca, Mesabi Range (Eveleth and Virginia), Rainy River, and Vermilion. Our campuses are rooted in their communities' rich histories of providing access and opportunity to higher education across northern Minnesota for over 100 years. We are committed to our role as leaders in education, partnering with local schools, business and industry, and government to create opportunities for students and the region.

We look forward to continuing to serve our students, employees, and communities long into the future, and we hope you choose to *Head North* and join us as an employee for Minnesota North College!

Minnesota North College recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. MN North is committed to attracting and retaining employees with varying identities and backgrounds.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, persons with disabilities and veterans. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling Charlotte Peterson, Vice President of Human Resources (218) 550-2502. AA/EO, Veteran Friendly.

**Minnesota North College
Administrator Position Description**

ADMINISTRATIVE TITLE: Dean of Academics	
NAME OF ADMINISTRATOR: TBD	
RANGE ASSIGNMENT: 6	POSITION CONTROL NUMBER: TBD

POSITION PURPOSE:

This position serves as the Academic Dean of Career and Technical Programs, providing academic leadership and direction in support of the mission of Minnesota North College and Minnesota State. The position leads faculty in support of the Higher Learning Commission (HLC) accreditation process, program and curricular assessment, new program development, regional partnerships, equity in student learning and success, and regional academic affairs initiatives, while promoting academic excellence within the faculty. This position also serves as the Campus Director for the Mesabi Range – Eveleth Campus.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provide academic leadership for all components of assigned programs and faculty.
 - a) Lead the development of new courses and programs and the revision of existing curriculum to ensure that students' academic needs are met.
 - b) Develop, recommend, interpret, and administer academic policies and procedures to ensure compliance with Minnesota State policies and system requirements.
 - c) Lead faculty work related to program accreditation and HLC processes, including the maintenance of records and reports and the preparation of technical writing for assurance arguments.
 - d) Oversee assessment processes within assigned academic programs to support continuous improvement and student learning.
 - e) Assist in the design, collection, and reporting of instructional research and respond to requests from Minnesota State and external agencies.
 - f) Research and promote effective instructional delivery systems and make recommendations regarding the use of emerging technologies.
 - g) Consult with faculty to identify instructional resources, support, and professional development needs.
 - h) Promote collaboration with area high schools, businesses, colleges, universities, and regional stakeholders to advance academic and workforce priorities.
 - i) Support academic programming related to Postsecondary Enrollment Options (PSEO) and regional education and talent development initiatives, such as the Applied Learning Institute and career pathways.

- j) Lead and coordinate the identification, development, and pursuit of grants and alternative funding sources for academic programs and strategic initiatives; collaborate with faculty, staff, and external partners on proposal development, implementation, compliance, reporting, and stewardship of awarded funds.
- k) Establish and maintain cooperative and productive relationships with faculty and constituency committees. Work with faculty on recommendations for course offerings, section availability, class schedules, and course assignment preferences. Collaborate with the academic coordinator to develop course schedules each academic term and to facilitate and resolve scheduling conflicts.
- l) Ensure the timely and effective dissemination of information to faculty.
- m) Maintain current knowledge of curricular developments, including the Minnesota Transfer Curriculum, and recommend necessary curricular changes.
- n) Monitor instructional and program expenditures within approved allocations for each academic and program area. Approve purchase orders, travel, and faculty development expenditures. Oversee program and instructional activity accounts, including personnel and non-personnel budgets.
- o) Review and resolve student petitions, complaints, and appeals within assigned program areas.

Percent of Time: 65%

2. Supervise faculty and ancillary staff.

- a) Collaborate with faculty to assign courses and other work responsibilities.
- b) Administer the terms of the faculty employment contract in accordance with college and system requirements
- c) Champion and support faculty and staff development through coaching, mentoring, and the completion of scheduled reviews for unlimited, fixed-term, and temporary faculty.
- d) Review and approve professional development plans for faculty and assigned staff, and monitor progress as appropriate, including probationary and ongoing professional development.
- e) Foster and strengthen faculty leadership capacity.
- f) Respond to faculty concerns, complaints, and grievances in a timely and appropriate manner.
- g) Recognize performance and address disciplinary matters as appropriate and in accordance with applicable policies and agreements.
- h) Assign and supervise academic-related ancillary staff.
- i) Make hiring recommendations to the Vice President of Academic and Student Affairs.
- j) Ensure the college's commitment to equity, diversity, and inclusion is reflected in staffing decisions and in the content of instructional programs and courses.
- k) Maintain productive relationships with administrators, faculty, staff, system office personnel, and other Minnesota State academic leaders.
- l) Approve and monitor leave requests and timesheets for faculty and assigned staff.

Percent of Time: 10%

3. Provide day-to-day operational leadership that connects campus and college operations through communication, collaboration, and coordinated implementation.

- a) Lead, supervise, and direct assigned campus employees.

- b) Address day-to-day issues raised by faculty and staff and communicate regularly and effectively with campus employees.
- c) Provide leadership in advancing, communicating, and implementing the college's mission and vision.
- d) Support the President and the President's leadership team in strategic planning and in evaluating campus and college progress toward institutional goals.
- e) Collaborate with the Vice President of Finance and Administration on campus budget and facilities planning.
- f) Participate in College Leadership Team meetings.
- g) Promote cooperative working relationships among all campus constituencies.
- h) Promote college and community relations by connecting campus and college priorities with advisory groups, civic organizations, business and industry partners, and economic development entities, and by maintaining membership in appropriate organizations.
- i) Provide input to and serve as an ex officio member of the campus foundation board.
- j) Oversee student conduct processes on campus in accordance with the Student Code of Conduct and applicable college policies and procedures.

Percent of Time: 15%

- 4. Participate in college governance and serve on college and Minnesota State working groups as assigned.
 - a) Serve as an advisor to the Vice President of Academic and Student Affairs.
 - b) Participate in college and regional initiatives.
 - c) Provide leadership within the Academic Affairs and Standards Council.

Percent of Time: 5%

- 5. Perform other duties as assigned to support effective operations and uphold the reputation of the college as a trusted and effective partner.

Percent of Time: 5%

QUALIFICATIONS:

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- A valid Minnesota Driver's License.

Preferred Qualifications:

- Master's or Doctoral degree.
- At least three (3) years of progressively responsible leadership within academics or industry-related disciplines.
- Strong commitment to shared governance, faculty development, and collaborative leadership.

- Experience administering employment agreements, collective bargaining agreements, and related personnel processes.
- Teaching experience in higher education.
- Demonstrated ability to lead innovation and guide others through change.
- Demonstrated ability to manage and effectively allocate personnel, fiscal resources, and institutional assets.
- Experience in fostering relationships with relevant stakeholders.
- Experience with or knowledge of postsecondary accreditation, assessment, and continuous improvement processes.
- Ability to build partnerships across campuses and with regional stakeholders.
- Ability to work effectively with community, state, and national organizations and agencies, including K–12 partners, advisory boards, business and industry, government entities, and public and private organizations.
- Demonstrated ability to lead strategic planning and evidence of systematic decision making.
- Knowledge and experience in mentoring and professional development.

BUDGET AUTHORITY: TBD

REPORTABILITY: VP of Academic and Student Affairs

SUPERVISION:

Faculty

Program and Administrative Support Staff

Minnesota State Colleges and Universities is an EO/AA/Vet/Disability employer/educator committed to the principles of diversity.