

Major Functional Responsibilities Dean - FSM-Fisheries and Maritime Institute

Summary

Reporting to the Vice President for Instructional Affairs, the FSM-FMI Dean is the administrator providing strategic instructional and student services leadership that supports the College of Micronesia-FSM goals and strategic plan. The FSM-FMI Dean plans, implements, coordinates and evaluates FSM-FMI programs and services to ensure that the educational needs of cadets and the community are satisfied.

The FSM-FMI Dean is a key contributor to policy formulation, strategic planning, and budget development, and a member of the College of Micronesia-FSM administrative team responsible for implementing the shared vision and direction of professional programs and instructional delivery. These responsibilities include accreditation (including meeting STCW regulations) and serving as the Campus Accreditation Liaison Officer (ALO), strategic planning, assessment, program development, instructional technologies, budget management, recruitment and enrollment management, development, support and evaluation of faculty, in conjunction and collaboration with college wide offices and respective Vice Presidents.

Essential Functions:

[Governance]

- Participate and oversee participation of key faculty and staff in meetings, trainings and other work related activities in participatory governance activities of COM-FSM.
- Oversee development and implementation of all FSM-FMI programs, meetings, fundraising efforts and other activities and delegate authority accordingly to key personnel when the need occurs.

[Planning & Budgeting]

- Develops, monitors, and administers the FSM-FMI budget in conjunction with the college wide planning process with the assistance of the key faculty and staff.
- Serves as the primary consultant to the Vice Presidents, the President and the Board of Regents on long-range planning, facilities planning and management issues regarding FSM-FMI.
- Develop and administer key strategies that will generate revenue for the betterment of the campus and the college as a community.
- Maximize available FSM-FMI resources to increase enrollment, placement for sea time, completion, certification and gainful employment.
- Researches and writes grant proposals for the development and expansion of the FSM-FMI programs and continuing education programs in cooperation with the Vice President for Instructional Affairs.

[Integrity]

- Oversee implementation of all reporting to promote a culture of evidence for evidence based decision making and monitor progress towards the COM-FSM Strategic Plan and accreditation standards.
- Conscientious, responsible and reliable with respect to work completion schedules and deadlines as well as attendance.
- Demonstrate ability to deal effectively with people of all races, nationalities, abilities, cultures, etc. and respect the opinions and beliefs of others.

[Community Engagement]

- Establish and maintain effective partnerships with industry, professional groups, and community organizations, government agencies, state departments of education and other entities that are involved with COM-FSM programs and services.
- Promote FSM-FMI capacity for providing technical assistance to community organizations, state government agencies, state departments of education and other entities in line with the COM-FSM Integrated Educational master Plan, Strategic Plan and other plans and priorities.
- Serves as the liaison for FSM-FMI in solicitation work to ensure maximization of fundraising results in support of the COM-FSM Endowment Fund.
- Motivate and coordinate faculty, staff and cadets in support of COM-FSM fundraising activities
- Strive to be welcoming, courteous, and helpful to the college community as well as visiting entities to promote a positive image of the COM-FSM.

[Curriculum & Instruction]

- Oversee efforts for the effective recruitment, selection, retention, development, and evaluation of faculty for the purpose of improving instruction in line with the COM-FSM Integrated Educational Master Plan, Strategic Plan and learning-centered teaching methods.
- Oversee effective delivery of instructional services in response to the needs of the community, requirements of the COM-FSM vision, mission, core values and goals.
- Regularly evaluate and assess instructional programs and activities in concert with the strategic goals and objectives of COM-FSM.
- Develops, plans, and coordinates credit and non-credit programs and course offerings on and off campus, continuing education programs, and career and technical education trainings, or workshops for workforce development, adult education and personal enrichment non-credit offerings.
- Ensure quality programs by partnering, maintaining, and seeking industry certifications.

[Student Services]

- Oversee efforts for the effective recruitment, selection, retention, development, and evaluation of professional and support staff for the purpose of improving cadet tenure at FSM-FMI in line with the COM-FSM Enrollment Management Indicators and Strategic Plan.

- Oversee effective delivery of student services in response to the needs of the community and requirements of the COM-FSM vision, mission, core values, and goals.
- Regularly evaluate and as appropriate implement student services activities in concert with the strategic goals and objectives of COM-FSM.

[Administration]

- Oversee efforts for the effective recruitment, selection, retention, development, and evaluation of all professional, classified and contractual staff for the purpose of strategic planning, accreditation, program development, instructional technologies and budget management.
- Regularly evaluate administrative services in concert with the strategic goals and objectives of COM-FSM.
- Create innovative plans and develop and implement strategies related to infrastructure and capital improvement needs.
- Adhere to the highest degree of professional standards and strict confidentiality in matters that require discretion.
- Promote, participate and encourage all personnel involvement in professional development and training sessions on a regular basis.
- Demonstrate commitment to keep up to date with the latest developments in technology and develop means and strategies for the use of such technologies.
- Create innovative plans and develop and implement strategies for a safe working campus environment that is conducive to learning.

[Continuous Improvement]

- Coordinate and employ assessment and evaluation methods for all faculty, staff, programs and services in line with the Institutional Assessment Plan.
- Demonstrate ability to adjust to changing job requirements and/or volume of work.
- Produce work that is complete, accurate, and in an acceptable format.
- Evaluate programs and services to ensure meeting accreditation standards and STCW Regulations.
- Openly exchange information in a clear concise manner, use confidential information with discretion.
- Uses discernment regarding change and embraces change when it is necessary to do so.
- Enrolls others in the change process and provides resources, removes barriers, and when necessary, acts as an advocate for those initiating change.
- Demonstrate understanding of systems and systems thinking as they relate to their immediate work areas and the broader college community environment.