

Professor/Dept. Head - Dental Hygiene  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=145127>

Downloaded On: Oct. 21, 2020 8:55am

Posted Aug. 3, 2020, set to expire Dec. 1, 2020

<b>Job Title</b>	Professor/Dept. Head - Dental Hygiene
<b>Department</b>	
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Aug. 3, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professor Department Head/Head/Chair
<b>Academic Field(s)</b>	Dental Hygiene
<b>Apply Online Here</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus--Williamsville/Professor-Dept-Head---Dental-Hygiene_J0000959">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus--Williamsville/Professor-Dept-Head---Dental-Hygiene_J0000959</a>

**Apply By Email**

**Job Description**

\*Department:\*

Dental Hygiene

\*Salary/Hourly\*

\$66,346.48 Annual

\*Union/Position Status:\*

AAECC FT

\*Posting Closing Date:\*

August 31, 2020 Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

This means any applications must be submitted by 11:59 PM the evening before.

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**\*JOB DESCRIPTION\***

**\*DISTINGUISHING FEATURES OF THE CLASS:\***

The work involves planning, coordinating and supervising varied activities on a department level at the College. Acts as an advisor to students and faculty members. Under the general supervision of the Associate Vice President, the incumbent of this position is responsible for planning, supervising and advising on all administrative and academic functions within the department. Acts as the departmental representative on formulating policy and curriculum changes. Exercises supervision over a number of lower level personnel. Does related work as required.

**\*TYPICAL WORK ACTIVITIES:\***

- Advises students within the department concerning courses to be taken, requirements for graduation, class and section assignments, academic dismissals, probationary status and assignments of faculty advisors;
- Supervises the activities of the faculty, technical assistants and the secretary in the department;
- Conducts monthly staff meetings;
- Assists in the recruitment and interviewing of potential department employees and in the retention of current faculty;
- Develops curricula proposals and annual reports at the direction of the Associate Dean;
- Assists the Admissions Counselor by supplying minimum criteria for acceptance and interviewing prospective students who may possess the ability to successfully complete the degree program, but who lack required qualifications;
- Performs the teaching functions within the constraints of the administrative level;
- Maintains departmental records;
- Formulates, evaluates and revises present programs and course offerings to keep them abreast of new developments to increase their effectiveness;
- Directs the preparation of the Departmental Budget.

**\*KNOWLEDGE, SKILLS AND ABILITY\***

**\*ES:\***

Thorough knowledge of general educational methods and theory; ability to plan and develop academic standards and programs of study to meet the needs of the departments; ability to coordinate and

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supervise the activities of others; good knowledge of recruiting and training functions; good knowledge of record keeping systems; ability to work well within staff and committees; sound professional judgment; tact; physically capable of performing the duties of the position with or without reasonable accommodation.

**\*MINIMUM QUALIFICATIONS:\***

Graduation from a regionally accredited college or university with a Master's degree in area of specialization and five (5) years teaching, administrative or professional experience, two (2) of which must have been in college teaching.

**\*SPECIAL REQUIREMENTS:\***

Official transcripts will be required for successful candidates within 30 days of hire.

Contact Human Resources at (716) 851-1840 with any questions.

\*\_Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.\_\*

**\*Notice of Non-Discrimination\***

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

\_The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:\_

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\*Civil Rights Compliance Officer\*  
Tracy Archie, Chief Diversity Officer  
Office of Equity and Diversity  
City Campus, Room 174, 121 Ellicott Street  
Buffalo, NY 14203  
(716) 851-1118

\_For further information on notice of non-discrimination, please contact:\_

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: <mailto:OCR.NewYork@ed.gov>OCR.NewYork@ed.gov.

### **Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

### **Contact**