

**Murray State College**  
Tishomingo, OK 73460

Job Description

**Dean of Learning and Student Success**

**General Description/Primary Purpose**

The Dean of Learning and Student Success will provide leadership to develop, promote, and sustain Murray State College's student success and learning initiatives, including Retention, Library Services, Academic Coaches, Testing, Tutoring, Academic Resource Center, instructional development, ADA, assessment, and career preparation. The position oversees operational procedures, policies, and development while implementing student success strategies to advance learning, engagement, retention, and completion. The dean will work closely with academic deans and directors to offer services to support student success.

**Classification:** Faculty/Administrator

**Academic Rank:** Instructor

**Salary:** Salary commensurate with qualifications, education, and experience.  
Full fringe benefits are included as part of the salary package.

**Appointment:** 12-month appointment

**Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area is comprised of small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings.

**Description of Duties and Tasks:**

**Specific Job Functions – Learning and Student Success Dean:**

**A. Leadership Duties**

1. Establishes strategic direction for the Academic Resources Center aligned with the college mission; oversees services including retention, academic coaches, testing, ADA, library services, Student Success Center, career preparation, and other programs as needed.

2. Provide leadership, support, and supervision for Academic Resource Center resources
3. Develop and update policies and procedures governing the Academic Resources Center; set strategic direction.
4. Collaborate across campus to improve the student experience from entry through graduation.
5. Receive student concerns and complaints and take appropriate action.
6. Oversee the analysis and interpretation of data to address learning gaps and performance goals.
7. Develop and initiate a campus-wide retention plan.
8. Develop initiatives to improve gateway course success.
9. In cooperation with the VPAA and Academic Deans, set retention and graduation success goals. Develop and implement initiatives to meet those goals.
10. Serve on committees and collaborate with educational institutions and professional organizations to develop and share best practices.
11. Participate in retention and student success events.
12. Receive, assess, and distribute student academic complaints through the appropriate workflow channels.
13. Serve as the ADA Compliance officer.
14. Demonstrate customer service in accordance with the College's values.
15. Demonstrate professionalism, positive working relationships, quality customer service, and the ability to make decisions and solve problems.
16. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment.
17. Exhibit flexibility, willingness to learn, ability to adapt to change, and maintain current skills.
18. Provide guidance on matters relating to the instructional programs; promote the inclusion of students in the shared decision-making process
19. Integrate data-informed and evidence-based practices into developing College-wide retention initiatives.
20. Identify and implement programs and strategies to address equity gaps and retention.
21. Establish an appropriate vision for the Murray State College Academic Resources Center with goals tied to the College's mission and coordinate efforts to achieve those goals.

22. Coordinate and oversee the ARC budget.
23. Complete annual reports and develop a college academic assessment plan.
24. Submit an Annual Assessment Summary Report to the VPAA.
25. Coordinate purchasing and reconcile payment activity.
26. Oversee all institutional assessments of student learning, including co-curricular student learning
27. Refine current comprehensive assessment practice to create an efficient and effective system that uses current assessment applications and software (Taskstream by Watermark), technologies, and data.
28. Perform other duties as assigned.
29. Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules, IS-100 HE and IS-700a, through the Department of Homeland Security as directed by the MSC administrative staff and campus police.
30. To meet objective of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.

## **B. Personnel Duties**

1. Ensure that college personnel policy and procedures are appropriately applied to personnel matters for Academic Resource Center.
2. Utilize college policy and procedures to resolve employee or student grievances, concerns, and problems.
3. Ensure procedures and projects related to HLC assumed practices and standards.
4. Complete staff evaluations yearly.

## **C. Faculty Duties**

1. Teach a minimum course load of three credit hours per Spring and Fall semester.
2. Teach assigned courses by catalog descriptions based on approved syllabi and aligned with equivalent courses at our regional peer institutions.
3. Work with other faculty teaching similar courses to maintain curricular consistency across sections.
4. Maintain and revise official syllabi every semester.

5. Enter assessment data into Taskstream at the end of every semester.
6. Maintain professionalism as described in the MSC Faculty Handbook.
7. Maintain office hours to serve as a liaison for students.

### **Required Knowledge, Skills, and Abilities:**

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

Ability to:

1. Ability to analyze complex problems, interpret operational needs, and develop an integrated, creative, and innovative solution.
2. Good interpersonal skills, patience, and the ability to guide individuals who have a wide variety of skill levels through the adoption and implementation of new assessment protocols and software deployment.
3. In-depth understanding of assessment, retention, and student success practices in higher education
4. Experience and/or training in using state-of-the-art technology in the delivery of instruction, including but not limited to the Internet and Zoom.
5. Communicate clearly and effectively to students seeking support.
6. Communicate clearly and effectively with support staff, faculty, and administration.

### **Hours:**

This is a full-time position. Hours worked are coordinated with the VPAA, but hours will have some flexibility and require some after-normal business hours availability. Office hours are required to allow for student interaction. Courses and office hours will be assigned based on student needs. Other professional activities can be scheduled by college policy and in cooperation with the Vice President for Academic Affairs.

### **Qualification Standards:**

1. **Minimum Educational Qualifications:** A Master's degree with a minimum of 18 graduate hours in the subject area being taught.
2. **Preferred Experience:**
  - a. Minimum of three years of successful teaching experience at the college level.
  - b. Minimum of two years of successful experience as an administrator.
3. **Professionalism:** Faculty at MSC are expected to demonstrate dedication to teaching and professional competence, integrity, and enthusiasm in performing all responsibilities.

4. **Image:** MSC employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities. All faculty must follow the departmental dress code.
5. **Background Check:** The successful candidate must give permission to conduct a formal background check, and employment is contingent upon the results of the national criminal and sex offender background check.

### **Application Process:**

1. Letter of Application
2. Résumé
3. Three (3) letters of employment recommendation or college placement file.
4. Official college transcript(s)
5. Murray State College employment application

Apply to:

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 111  
Tishomingo, OK 73460  
humanresources@mscok.edu

**Application Deadline:** The review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

### **MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate based on race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.