

Inviting Applications and Nominations

DEAN OF HEALTH PROFESSIONS, CULINARY ARTS & HOSPITALITY

Westmoreland County Community College



Westmoreland County Community College seeks qualified applicants for the **DEAN OF HEALTH PROFESSIONS, CULINARY ARTS & HOSPITALITY**. This academic administrator is responsible for planning, organizing, administering, supervising, and evaluating all academic programs, activities, and personnel assigned to the division. Disciplines and programs within the division include: Allied Health, Dental Hygiene, Dental Assisting, Diagnostic Medical Sonography, Medical Assistant, Health Fitness, Radiology, Phlebotomy, Nursing, and Culinary Arts & Hospitality. Each discipline has a designated program director. The Dean reports to the Vice President of Academic Affairs.

ABOUT THE COLLEGE

The main campus of Westmoreland County Community College is located in Youngwood, Pennsylvania, a rural setting just 26 miles southeast of Pittsburgh.

Founded in 1970, Westmoreland County Community College enrolls approximately 4,645 full- and part-time students and offers 63 associate degrees, and 18 diploma and 50 certificate programs, with options that prepare students to enter careers upon graduation or transfer to baccalaureate degree programs at four-year institutions. The College also offers Continuing Education courses for adults, displaced workers, and non-traditional students.

Nestled on 80 acres, the main campus in Youngwood encompasses the Student Achievement Center, the Health and Culinary Center, the Science Innovation Center, and the Business and Industry Center. A state-of-the-art 120,000 square-foot addition to the Science Innovation Center was completed in 2018. A major renovation of the Student Achievement Center was completed in 2019.

In 2020, the College dedicated the Business and Industry Center, and Commissioners Hall was renamed the Health and Culinary Center.

The Health and Culinary Center houses additional academic and administrative offices, classrooms, laboratories, a culinary arts complex, and a dining ►

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Health and Culinary Center

facility. Several multipurpose rooms provide settings for a variety of conferences and seminars for business and industry. The Health and Culinary Center is also home to five High-Fidelity Nursing Simulation Labs.

To provide access to quality educational opportunities to area residents, the College has grown beyond the Youngwood campus with education centers in the cities of Murrysville, Indiana, Latrobe, New Kensington, and Uniontown, serving all of Westmoreland, Fayette, and Indiana counties. The Westmoreland Public Safety Training Center, located near Smithton, provides public safety training for fire, police, and emergency services responders.

The College has its 73,500-square-foot Advanced Technology Center at RIDC-Westmoreland in Mt. Pleasant. Designed to create the future of advanced manufacturing in the region, it offers credit programs, continuing education, and contract training for industrial technology and manufacturing occupations.

Westmoreland has 76 full-time teaching faculty and approximately 250 part-time faculty. With more than 20 student clubs and organizations on campus, students have opportunities for community service, recreation, professional development, and more.

The College fields a total of six men's and seven women's intercollegiate sports and is a member of the National Junior College Athletic Association (NJCAA). The Wolfpack competes in regional and national athletic championships.

HEALTH PROFESSIONS

The Health Professions programs at Westmoreland include Dental Hygiene, Dental Assisting, Diagnostic Medical Sonography, Medical Assisting, Radiology, Phlebotomy, and Nursing. The College offers Associate of Applied Science degrees, diplomas, and certificates in these programs.

The College also offers the Health Science (AS) degree, which provides the foundation necessary to prepare students for admission into one of the Health Professions programs at Westmoreland or to transfer to a Health Science or Health Professions program at a four-year institution.



Mission Statement—Westmoreland County Community College improves the quality of life in the communities we serve through education, training and cultural enrichment.

Vision Statement—Westmoreland County Community College is recognized as a premier institution of higher learning focused on student success, workforce development, economic growth and cultural experiences.



CULINARY ARTS & HOSPITALITY

Recognized as #1 in the “Top 10 Best Culinary Schools in Pennsylvania” list by Best Choice Schools (2021), Westmoreland has graduated some of the state’s and country’s top chefs. With fully equipped state-of-the-art kitchens, knowledgeable professors, and connections within the industry, Westmoreland is an ideal choice for culinary students who are seeking an exemplary accredited program through the American Culinary Federation Education Foundation.

Degrees, Diplomas, and Certificates

- AAS in Baking and Pastry, Diploma or Certificate (Apprenticeship or Non-Apprenticeship options).
- AAS in Culinary Arts, Diploma (Apprenticeship or Non-Apprenticeship options).
- AAS in Dietetic Technology/Nutritional Services Management, along with Certificates in Dining Room Management and Hospitality Management.
- AAS in Hotel/Resort Management, Diploma or Certificate.
- AAS in Restaurant/Culinary Management, Diploma or Certificate.

ESSENTIAL RESPONSIBILITIES AND COMPETENCIES OF THE DEAN

- Promotes and facilitates instructional quality within the division.
- Responds to student and faculty issues regarding the education process.
- Fosters an academic environment that provides opportunities for personal and professional growth and the free exchange of ideas.
- Monitors, recommends, and participates in strategies to build and maintain enrollment to ensure enrollments meet College standards while maintaining consistency and fairness within educational offerings.
- Recommends the selection, assignment, evaluation, promotion, and separation of all division personnel.
- Oversees classroom evaluations of all faculty in accordance with institutional policy and agreements.
- Plans, organizes, and directs division staff-development activities.
- Conducts periodic reviews and evaluations of division courses, programs, and services to ensure they meet accreditation standards, support the college strategic plan, meet business and industry needs, align with transfer institutions, and meet learning outcomes, as well as suggests new programs and courses.
- Maintains a current file of all course syllabi and course outlines within the division office.
- Directs annual review of all division program and course requirements for the College catalog.
- Establishes division goals and objectives, audits progress, and prepares and submits annual reports.
- Establishes and maintains liaison with other educational institutions, and assists the Vice President of Academic Affairs in the articulation of division programs with these other institutions.
- Schedules and chairs meetings for all division program advising committees, and chairs all division meetings.
- Cultivates and maintains a relationship with external organizations and agencies.
- Maintains regional and professional accreditation standards and participates in ongoing accreditation activities.

- Works within general College policies, procedures, and bargaining unit agreements.
- Keeps informed on current trends and new approaches to instruction, and promotes faculty currency, new pedagogies, and teaching methods.
- Serves as a member of the President's Council.
- Performs other Dean duties as assigned.

QUALIFICATIONS

Required Knowledge, Skills, and Abilities

- Master's degree in a related field is required. Doctorate degree is preferred.
- Seven to nine years of administrative/teaching experience requisite to the specific nature of division programs and courses, preferably in a community college environment.
- Prior supervisory and leadership experience.
- Extensive knowledge of the instructional process, broadened by experience in the classroom.
- Sound understanding of the management process to facilitate the effective planning, implementation, direction, motivation, and evaluation of division programs and personnel.
- Experience and expertise in the use of technology to enhance delivery of instruction.
- Possession of a valid driver's license.
- Proven ability to work collaboratively with excellent decision-making and judgement skills with an understanding of shared governance principles.
- Critical thinking and problem-solving skills.
- Knowledge and expertise with teaching and learning strategies.
- Excellent organizational skills, including the ability to prioritize multiple work assignments and manage multiple tasks in a constantly changing work environment.
- Ability to handle sensitive and complex student and employee issues consistently, confidentially and professionally.
- Demonstrated ability to work with a diverse population, while exercising discretion and good judgment.
- Pennsylvania Child Abuse History Clearance, Pennsylvania Criminal Record Check Clearance, and FBI Federal Criminal History Record Clearance at employee's expense.



Kristy Bishop, Ph.D.
Vice President
of Academic Affairs

Dr. Kristy Bishop has been Vice President of Academic Affairs at Westmoreland County Community College since June 2015.

Before joining the College, she was the Director of Institutional Research and Assessment and an adjunct Psychology instructor at Metropolitan Community College in Kansas City, Missouri.

Earlier in her career, she served as Assistant Director of Student Financial Aid and then Assistant to the Associate Vice Chancellor and Dean of Educational Services at the University of Kansas. She began her career in higher education at Avila University in Missouri, where she was a Transfer Consultant and then the Assistant Registrar.

Dr. Bishop earned her doctorate in Educational Policy and Leadership from the University of Kansas. She also holds a Master of Science degree in Psychology, Mental Health Service from Avila University and a Bachelor of Arts degree in Psychology from the University of Missouri-Kansas City.

- Basic employee verification, national criminal database search, and drug screen at College's expense.
- Prior work performance must have met or exceeded appropriate work standards.
- Ability to perform the essential responsibilities and functions of this position.

WORKING CONDITIONS

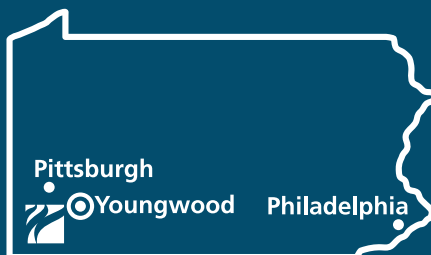
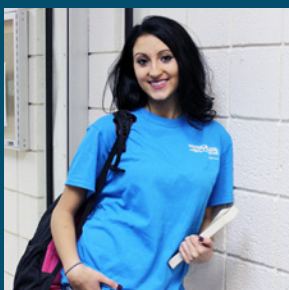
- Normal office environment.
- Works in an environment with many interruptions and deadlines.
- Travels to various education centers.

A College Community

Westmoreland County Community College is nestled in the scenic landscape of western Pennsylvania in Youngwood. Home to residents who appreciate a charming rural setting, Youngwood is convenient to Pittsburgh and her growing suburbs. Youngwood has some 2,950 residents and the cost of living is 22.8% lower than the U.S. average. Youngwood has been ranked #1 on the list of Most Secure Places to Live (Large Metros) and Best Cities to Relocate to in America.

When looking for the big city experience, Pittsburgh is a center for arts and culture, with a wide array of museums and performing arts venues. Along with outstanding dining and shopping, Pittsburgh has plenty to offer even the most avid sports fan whether it is baseball, football, hockey, or basketball.

Downtown Pittsburgh



APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcomed, and nominations are invited.

Applications

- 1) Application packet must include:
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) Current curriculum vitae
 - c) At least five references with full contact information including e-mails (References will not be contacted without consent from applicant.)
- 2) Submit application packet (preferably as PDFs) to:
Westmoreland@myersmcrac.com

Additional information will be requested upon receipt of application.

Review of applications begins immediately.
For best consideration, submit applications by **March 12, 2021**.
Applications will be accepted until the position is filled.

Nominations

Submit nominations to:

Westmoreland-nominate@myersmcrac.com
with complete contact and e-mail information for the individual being nominated.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting Westmoreland with this search.



MYERS MCRAC
EXECUTIVE SEARCH AND CONSULTING
(478) 330-6222 MyersMcRac.com



Westmoreland County Community College will not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification.