Wayne County Community College District is currently seeking a **FULL-TIME Dean of Pharmacy Technology**:

**Summary of Duties:**

The Dean, Pharmacy Technology serves as the academic leader, managing the administrative functions of Pharmacy Technology. Responsibilities include:

- Accreditation reports, preparation for site visits, course scheduling, assessment of student outcomes, fiscal management, faculty development and evaluation, facilities and resource management, development and implementation of operational procedures, student management and retention, and special projects. Serves as supervisor to departmental instructors and sets the tone for overall quality, community involvement, and performance results of the program. The Dean has considerable latitude in delegating instructors’ and experiential site coordinators’ responsibilities. Ensure that memberships in pharmacy and education associations are represented among the program faculty members. Ensure that there is a sufficient complement of appropriate program faculty and staff to meet the needs of the program and to enable compliance with the standards. Take necessary precautions to ensure an effective and safe level of direct supervision of students in the simulated portion of the program.

**Education:**

- Master’s degree preferred and appropriate state licensure as a pharmacy technician.
- Demonstrate on-going continuing education on the field of pharmacy and/or education.

**Experience:**

- Must have a minimum of five years of experience in pharmacy practice prior to entering the position.

**Licenses/Certifications and Professional Associations:**

Certified Nationally as a Pharmacist Technician from PTCB or NHA:

**OR**

- Must be a Licensed pharmacist in the State of Michigan
- Must adhere to the State’s regulations for licensure or registration in the practice of pharmacy.
- Must stay current with professional issues, the Dean must be a member of a national pharmacy or education association and a state pharmacy association.

**Skills:**

- Ability to communicate effectively, both orally and in writing.
• Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
• Ability to supervise and train staff, including organizing, prioritizing and scheduling work assignments.
• A track record of delivering successful results
• Ability to effectively utilize technology (i.e. MS Office Suite)
• Banner (with training)

Application Procedure: Applicants must submit the following to jobs@wcccd.edu for immediate consideration:

• Wayne County Community College District application form which can be found at www.wcccd.edu then go to: Divisions-Human Resources-Employment Application; Cover Letter explaining how your experience and education qualify you for the stated requirements of the position; Resume or Curriculum Vitae; Copies of your undergraduate and graduate college transcripts (unofficial copies are acceptable during the application phase; official copies will be required upon hire); Three letters of recommendation

Please reference this staffing number on all documents: E002-23

EQUAL OPPORTUNITY EMPLOYER
Mail Resume to: Wayne County Community College District, Attention: Human Resources, 801 W. Fort Street, Detroit, MI 48226 or e-mail your resume to: jobs@wcccd.edu

Statement of Compliance
Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1946, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, the Vietnam-Era Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 1146, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulation prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of WCCCD that no person, on the basis of, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993).

Notice of Non Discrimination Policy
Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquires related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College’s Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.