

**PLEASE POST**

**POSITION OPENING**

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Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701

Pennsylvania College of Technology is located in Williamsport, a family-oriented community, ideally situated along the Susquehanna River at the foot of Bald Eagle Mountain in North Central Pennsylvania, within 200 miles of New York City, Philadelphia, Baltimore, and Washington D.C. Penn College is Pennsylvania's premier technical college and an affiliate of The Pennsylvania State University. More than 6,500 students are enrolled in Penn College's bachelor and associate degree and certificate majors, which combine hands-on experience with theory and management education.

### **Assistant Dean of Hospitality**

**Reports to:**

Dean of Hospitality

**Duties and Responsibilities:**

The Assistant Dean will be responsible for operational aspects of the School with emphasis on operations related to the School's restaurant and hospitality services. Specifically, the Assistant Dean will:

- Supervise the management staff in Le Jeune Chef and the Professional Development Center to ensure the highest level of food production, presentation, and service, and the proper pairing and service of wines. (Essential)
- Provide leadership and direction for promoting Le Jeune Chef Restaurant and other related hospitality services in coordination with the College Information & Community Relations Office. (Essential)
- Ensure effective use of facility and personnel to support academic and hospitality operational activities/services. (Essential)
- Hold regular staff meetings to distribute information, plan, and review previous business activities. (Essential)
- Monitor financial status of Le Jeune Chef and other Hospitality operations to include daily reports and deposits, sales logs, monthly reports, price quotations, inventories, accounts payable and receivable, and monthly revenue reports. (Essential)
- In consultation with Dean, coordinate joint activities of the academic and non-academic areas. (Essential)
- Perform routinely scheduled sanitation and asset maintenance inspections. (Essential)
- Observe and evaluate all part-time faculty in the School. (Essential)
- In coordination with the Dean, assist in developing and administering the school budget. (Essential)
- Supervise facilities and equipment; maintain accurate inventory records; recommend changes/upgrades; monitor utilization and development as required. (Essential)
- Assist Dean with master schedule development; respond to faculty/contractual requests/requirements. (Essential)
- Assist Dean with all aspects of new student intake and scheduling. (Essential)
- Prepare and document equipment specifications for grants and capitol purchases. (Essential)
- Participate in on- and off-campus instructional, recruitment, and special projects as needed. (Essential)
- Conduct tours for prospective students and other visitors. (Essential)
- Assist Dean with program review and outcomes assessment processes, data collection, and analysis. (Essential)
- Assist Dean in indentifying, hiring, and orienting adjunct faculty. (Essential)
- Maintain a high degree of confidentiality with regard to any and all information as a direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job-related duties as assigned by the supervisor. (Marginal)

**Qualifications:****Minimum**

- \*Master's degree in a subject area appropriate to the School's instructional responsibilities, OR an equivalent combination of education and work experience.
- \*Seven (7) years of industry experience as a food and beverage manager, executive chef, restaurant manager, or general manager.
- \*Two (2) years of full-time teaching experience.
- \*Competence in oral and written communication skills.
- \*Capacity for effective management and leadership.
- \*Interpersonal skills necessary to deal effectively and courteously with students, staff, faculty, and the public.
- \*Demonstrated sensitivity to diversity and multicultural issues.
- \*Sensitivity to the expectations of students, faculty, staff, and advisory committee members.
- \*Organizational and creative skills needed for faculty/staff evaluation, management, and instructional development.
- \*Ability to produce targeted outcomes while involving and supporting faculty and staff.
- \*Background check will be required on selected candidate.

**Desired**

- \*Administrative or teaching experience in an academic discipline within the School.
- \*Faculty evaluation experience.

**Machines, Tools, Equipment:**

- \*Microcomputer

**Positions Supervised:**

- \*Hospitality Sales Manager
- \*Executive Chef
- \*Dining Room Manager

**Special Job Feature:**

- \*Some evening or weekend hours may be necessary.

**Conditions of Employment:**

Federal law requires all employers to verify the identity and employment authorization of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment authorization. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

**Classification:**

APT/Level 6a/Exempt

**Salary:**

Commensurate with credentials submitted as applied to the College's Administrative, Professional, and Technical Staff Salary System.

**Starting Date:**

As soon as feasible

**Deadline for Application:**

Applicants must submit a completed College Application for Employment AND a letter of interest and resume to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until a suitable candidate is identified. Please include title of position on your application form and in your letter of interest. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College  
on the Internet at [www.pct.edu](http://www.pct.edu).*