

Dean of Distance Learning, Evening, and Weekend Programs



The college is seeking a Dean of Distance Learning, Evening, and Weekend Programs who is bright and highly energetic with a commitment to servant leadership. Under the general supervision of the Executive Vice President, the Dean of Distance Learning, Evening and Weekend Programs directly oversees the design, delivery, and continuous process improvement of distance education, evening, and weekend programs and coordinates and provides development for adjunct faculty. This Dean will work with the departments to create programs and schedules that would support the completion of degrees and certificates through a planned combination of evening, weekend, and distance learning courses. Additionally, this person would be responsible for ensuring that the rigor of these programs and services is equal to programs available during the day. This Dean will be the champion of a vibrant and growing non-credit program at Hartnell College and would work closely with all Associate Vice-Presidents in this regard. The Dean will provide innovative, strategic, administrative and academic leadership for growth and expansion of online learning at the college level. The Dean will have a demonstrated record of academic and administrative experience dealing with non-traditional students and specifically with the infrastructure needed in distance learning programs.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Design and implement effective distance education, evening, and weekend programs.
- Monitor delivery and continuous process improvement for distance education, evening and weekend programs.
- Coordinates development of class schedules with the departments to meet program goals.
- Identify, coordinate and manage student and institutional support and advisement services to effectively assist weekend, evening and distance learning students.
- Design, develop, and implement a comprehensive support program for adjunct faculty.
- Provide classroom assignments for maximum space utilization.
- Represent the college to the community.

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- Encourage and train faculty members for delivering distance education courses and use of learning management systems.
- Collaborate with department chairs in the assignment of faculty to distance education courses.
- Participates in Enrollment Management
- Remain current in technological developments as they pertain to education.
- Evaluate new software for the distance learning program.
- Support the assessment of student learning outcomes.
- Assist faculty members with the development of new courses or the introduction of appropriate new technology in their courses.
- Establish and maintain a set of course design/development standards
- Implement and maintain best practices in distance learning as appropriate.
- Work collaboratively with Hartnell College departments.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS: *

1. Master's degree from an accredited institution.
2. One year of administrative experience, formal training, internship or leadership
3. Demonstrated experience with accreditation and /or continuous improvement processes.
4. Demonstrated effective oral and written communication skills.
5. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

DESIRED QUALIFICATIONS:

1. An earned doctorate.
2. Postsecondary administrative experience in a multicultural environment.
3. Three years of experience teaching and at least one year experience in distance education.
4. Developing, planning, implementing, and evaluating instructional programs and services

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5. Hiring, supporting, developing and evaluating faculty and staff
6. Developing, managing and administering complex budgets
7. Experience in managing and leading diverse personnel, including team building, cultural sensitivity, conflict resolution, and team projects.
8. Teaching experience in a corporate, community college or other higher educational institution.
9. Resource development experience with grants, foundations or similar development activities.
10. Ability to communicate with the Spanish Speaking Community.
11. Embrace shared governance principles, recognizing the importance of shared responsibility and fostering open communication among all divisions, programs and services; adhering to principles of trust, team work and collaboration.
12. Effective interaction with diverse students, staff, faculty and administrators, individually and as team members.
13. Use of independent judgment in the interpretation and application of rules, regulations, policies and procedures.

*Meeting minimum and desired qualifications does not assure any candidate an interview.