



Assistant Dean, Distance Education and External Partnerships

(Multiple Positions)

Reports To: Instructional Dean

FLSA Status: Exempt

Position Information: Nine (9) available positions; one position for each Dean area.

Eligibility: This position is available to ACC full-time Faculty members with a 10.5-month contract, or more. Must be a current ACC full-time Faculty member in good evaluative standing.

Term of Appointment: This is a two year full-time Faculty appointment that begins Spring 2019. Assistant Deans will receive 15 LEH release time annually (10.5-month contract).

How to Apply: Interested full-time ACC Faculty may apply by conducting the following activities by the: Application Submission Deadline (*date and time*).

1. Submit a Letter of Interest and CV, or resume to Jennifer Uptmore at juptmore@austincc.edu.
2. Use the job title as the email subject line. *Example:* AD, Distance Education and External Partnerships
3. Place the job title and Dean area for position of interest on the top right-side of your Letter of Interest.

Example: **Job Title:** AD, Distance Education and External Partnerships
Dean Area: Science, Engineering and Mathematics

Application Submission Deadline: 5:00 p.m., Wednesday, November 21, 2018

General Statement of Job

As delegated or in conjunction with the Dean, provides support and leadership to instructional programs and faculty within dean areas to provide relevant information for program improvement, continued implementation and improvement of the Guided Pathways model, and provides support for program evaluation and assessment.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

1. As delegated or in conjunction with the Dean: Provides support and leadership to programs within assigned Dean Area in developing, implementing, and maintaining distance education curriculum and programs that respond to community needs; prepare students for success; and meet the external requirements of SACS, THECB, and applicable specialized accrediting organizations.
2. As delegated or in conjunction with the Dean: Provides support and leadership to programs within assigned dean area in implementing requirements of Administrative Rule 4.01.001 Distance Learning Best Practices.
3. As delegated or in conjunction with the Dean: Provides support and leadership to programs within assigned dean area in planning, implementing, assessing and maintaining external partnerships. Ensures that external partnerships comply with regulatory requirements and/or accreditation standards where appropriate. Assists in convening advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.
4. Serve as liaison with Office of Distance and Alternative Education for programs within dean area.
5. Serve as liaison with Office of Cooperative Education and Internships for programs within dean area.

Knowledge

- Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Effective instructional techniques and innovative modes of course delivery adaptable to a variety of learning styles.
- Current technologies in the classroom and how to convey online course content.
- Disciplines of teaching, faculty development, and professional and organizational development.
- The comprehensive mission and philosophy of community colleges.
- Issues relating to a diverse workforce and student body.
- Principles and practices associated with Servant-Leadership.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Practice effective planning, organizing, communication, and interpersonal skills including the use of tact and discretion and the ability to meet deadlines.
- Practice effective leadership, team building skills and a strong customer-orientation when working with diverse students, faculty, administration, community and business leaders.
- Maintain confidentiality of work related information and materials.
- Facilitate faculty learning, using a variety of activities and programs and the scholarship of teaching and learning, to support student success and community development.
- Collaborate with students, faculty, administration, community and business leaders of diverse backgrounds.
- Maintain an established schedule that may vary by semester and that may include evenings and weekends and multiple campus locations.

Technology Skills

- Demonstrated proficiency using computer applications, online resources, and other technologies for the classroom and online learning as well as to develop and build course content and perform administrative duties (posting office hours, syllabi, grades, etc.)
- Experience using Blackboard and other online technologies and resources.

Special Requirements

License/Certifications; Other

Reliable transportation may be required for work performed at multiple campus locations.

Physical Requirements

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- Work is routinely performed in a classroom or office setting.
 - Ability to communicate effectively with faculty, staff and students.
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- Work safely and follow safety rules. Report unsafe working conditions and behavior.
Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC as its discretion to enable individuals with disabilities to perform the essential functions.

Austin Community College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.