Online Division Manager Instructional Quality (Program Dean)

Announcement

Online Learning Division Manager Instructional Quality (Program Dean)

The Online Learning Division at Portland Community College is excited to announce the recruitment of the Online Learning Division Manager as our college undergoes a significant reorganization. We seek a creative, equity-minded, solutions-oriented, collaborative leader to join our growing team. The manager is responsible for online/hybrid program planning and growth, annual scheduling, instructional quality initiatives, and faculty development for online and hybrid instruction. The successful candidate will initially focus on growing online and hybrid faculty training and development programs, including expanding faculty mentoring. The incumbent will also collaborate with the other college leaders across Academic and Student Affairs to fulfill the college’s commitment to providing equitable access to education by redefining time, place, and systems of educational delivery by creating a more learner-centric ecosystem. If you are an enthusiastic leader and seeking the opportunity to join a rapidly growing team with a strong reputation of centering student needs and instructional quality, we encourage you to apply.

The leader in this role has a unique opportunity to:

- Lead, grow, and develop faculty development programs focusing on hybrid and online instruction
- Expand the faculty coaching and mentoring program
- Engage with college leadership in online and hybrid program planning

This position is currently working remotely. In the future, some attendance will be required on-campus.

Timeline
- Apply by February 25, 2022 for best consideration.
- If selected for an interview, will occur March 14th- March 18th.
Finalist forums will be held the week of March 21st - 25th.
Position start- April 11, 2022 or later

Minimum Qualifications

Program Dean- Master’s Degree and five (5) years of progressively responsible professional experience related to the area of assignment, providing program/project management or program/project coordination. Three (3) years of management experience, including employee supervision, in higher education or in an industry related to the area of assignment.

Success Criteria/ Preferred Qualifications

The qualifications, skills, and abilities below are critical for success in this position.

Throughout the screening process, you will be evaluated based on the demonstration of these qualifications. Please be sure to include in your application materials how you meet these important qualifications:

- Experience managing projects focused on quality online and hybrid instruction and faculty development.
- Experience developing, improving, growing, and managing programs focussed on quality online and hybrid instruction and faculty development.
- Experience conducting faculty training and development needs assessment.
- Ability to analyze data and implement changes for continuous improvement of programs and services.
- Experience evaluating projects programs and identifying the potential inequitable impacts on diverse college populations.
- Ability to be innovative and foster innovation to build and grow highly effective, collaborative, strengths-based, human-centered work teams.
- Collaborative leadership style with ability to build and sustain strong relationships and mediate conflict with cross-functional leaders and teams.
- Self-awareness as a leader with a willingness to grow; open to ideas and accountable for one’s own actions, through a commitment to equity and inclusion.
- Highly effective communication skills in a variety of mediums, including the ability to communicate complex concepts to varied non-technical stakeholders and deliver well-designed accessible presentations to diverse audiences.

Application Materials/ How to Apply

- Application
- CV or resume reflecting the success criteria
- Please clearly demonstrate in your application and CV/resume how you meet the minimum qualifications
- Please include a Letter of Interest highlighting how your experiences match the success criteria