

**Title:** Executive Director, SIU Global Campus  
**Job Category:** Administrative Professional  
**College:** Office of the Provost & Vice Chancellor for Academic Affairs

**Position Summary:** Southern Illinois University Carbondale seeks applications for the position of Executive Director, SIU Global Campus. The Executive Director will report to the Provost. This a full-time, Administrative-Professional position with appointment at the rank of tenured Associate Professor or Professor in an appropriate academic unit.

**Duties and Responsibilities:**

- Administer and supervise Extended Campus office and initiatives, including fiscal officer delegate responsibility for budget of approximately \$4 million, including online, off-campus and military programs.
- Provide leadership in development and delivery of high quality off-campus (including military programs), distance education and continuing education initiatives, summer session coordination, and profession.
- Develop, implement, and monitor a comprehensive Strategic Enrollment Plan.
- Strategic fiscal planning including budgeting, major expenditure decisions and inventory.
- Oversee preparation of budget information, assessment data, and narrative statements for reporting to the University and outside entities.
- Serve as institutional representative to external partners.
- Coordinate with academic administrators at all levels on matters of program delivery and curriculum development for distance education, off-campus program, and continuing education.
- Provide guidance to colleges and units in establishing new distance education programs.
- Advise Provost on off-campus/distance education program development in service of the University's goals of recruitment, retention, program assessment, degree completion, and continuing education.
- Plan for future goals, programmatic directions, and focus for Extended Campus.
- Direct and oversee assessment of courses and programs delivered to off-campus locations or through distance education.
- Hire, assign, evaluate, and train personnel. Conduct salary reviews.
- Establish effective communication with University academic units to maintain effective service.
- Administer continuing education activities, through coordination with outside agencies, academic and other units on campus.
- Coordinate third-party agreements with public and private sector employers at off-campus locations, including preparation of memoranda of understanding.
- Recommend tuition rates for new programs / courses.
- Will hold tenure at rank of Associate Professor or Professor in an appropriate academic unit.

**Minimum Qualifications:**

- Terminal degree with record commensurate with faculty appointment at rank of tenured Associate Professor or Professor within a SIU Carbondale academic department or school.
- One year of employment in higher education which includes experience with the review process for obtaining approval of state boards and/or regional accrediting associations for new distance education courses and programs.
- Three years experience in higher education that includes development and coordination of distance education courses and programs (online and/or off-campus).
- One year of experience supervising at least five employees.

**Apply online at** <https://jobs.siu.edu/>. Please submit a cover letter and resume along with your application.

**Application deadline:** 2/18/2022 by close of business (4:30 PM)

**Contact for further information:** Melanie Terbrak

**Contact email:** mlterbrak@siu.edu

**Contact phone:** 618-453-7648

*SIU Carbondale, member of the SIU System, is an anti-racist community that opposes racism, discrimination and inequity in any form, and embraces diversity, inclusion, equity, and justice for all people.*

*SIU Carbondale is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.*

