

Independence Community College

Position Announcement

Associate Dean of Online and Technical Education

Independence Community College (ICC) is seeking applications for the position of Associate Dean of Online and Technical Education. Independence Community College, rural, residential community college in southeast Kansas, serving the needs of full and part-time students, has initiated continuous quality improvement through the AQIP accreditation process, and is a Character First organization. Independence Community College is an Equal Opportunity Employer. ICC encourages diversity among its employees.

Qualifications

1. Bachelor's degree from an institution accredited by a nationally recognized accreditation agency. (Master's preferred)
2. Professional training and teaching experience in on-line education is preferred.
3. Previous supervisory experience in an educational setting is preferred.
4. Ability to work with multiple departments on a daily basis.
5. Interest in imparting knowledge to others.
6. Electronic media literacy and ability to use a variety of instructional media as necessary.
7. Ability to communicate effectively with students, staff and community.
8. Sensitivity to diverse learning styles and developmental needs.
9. High degree of organizational skills with an ability to manage multiple deadlines, tasks, projects, and assignments.
10. An educational philosophy in alignment with a small, rural comprehensive community college.

Working Conditions/Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, but only after full disclosure by the applicant.

1. Position generally requires light work with occasional lifting of 20 pounds or more, carrying supplies, equipment. The job requires varying amounts of sitting, climbing, kneeling, standing and walking.
2. This position requires the ability to sit and stand for extended periods of time. It also requires constant hand grasp and finger dexterity; extended standing, walking and repetitive leg and arm movements; occasional bending; reaching forward, side-to-side, downward and overhead; and squatting and kneeling. The ability to effectively communicate with a comprehension of the English language is essential.
3. Work is generally performed in an indoor setting.

Position Information

This is a 12 month, full time, exempt position. Some evening and weekend work might be required. Compensation is based on qualifications and experience. This position reports to the Vice President of Academic Affairs.

Application Procedure

This position is open until filled. Review of applications will begin on April 24, 2017, and on-campus interviews are to follow. Candidates whose education and experience match or exceed the job requirements may complete an application packet online at www.indycc.edu/hr which includes the following:

- Cover Letter indicating your interest and a summary of qualifications for this job
- PDF files attached should include:
 - Résumé
 - Transcripts (unofficial copies are acceptable for consideration, but official copies will be required for employment)

- Three references with contact information
- A signed and completed Independence Community College application

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Position Description

Associate Dean of Online and Technical Education

The college is seeking a team-oriented professional for the position of Associate Dean of Online and Technical Education.

Primary Responsibilities

1. Serve as ICC West campus administrator.
2. Supervise and evaluate Career and Technical Education program directors and ICC West support staff.
3. Supervise and evaluate community education program staff.
4. Remain current with career and technical education trends and regulations.
5. Serve as Perkins grant coordinator
6. Assessment of online course offerings.
7. Ensure consistency in curriculum for on-line and on-ground learning.
8. Responsible to train all on-line instructors.
9. Responsible to train all faculty on Canvas.
10. Attend Leadership meetings held by the VP of Academic Affairs.
11. Other duties as assigned.

General Responsibilities

1. Provide a positive learning environment committed to ICC student success by being receptive to various learning styles found in the comprehensive community college setting and assure equal access to program services for all qualified students.
2. Collaborative, collegial, and responsible work habits.
3. High degree of ethical standards, including adherence to general rules of safety, college procedures, and fair labor standards.
4. A commitment to high professional standards, including professional growth.
5. Willingness to understand and apply concepts of the "Learning College."
6. Timeliness of reports and communications.
7. Clarity of thought and expression in oral and written communications.
8. Ambassador for ICC, helping to maintain and promote a positive reputation for the college in the community.