



GRAYS HARBOR COLLEGE
invites applications for the position of:

Associate Dean for Library, E-Learning, and Learning Support Services

SALARY: \$81,202.00 Annually

OPENING DATE: 02/27/19

CLOSING DATE: Open until filled. First review date is 04/08/19

DESCRIPTION:

Grays Harbor College invites applications for an Associate Dean for Library, E-Learning, and Learning Support Services. This dean will be joining a highly collaborative team of Instructional Administrators committed to nurturing faculty leadership, strengthening student learning, using evidence to guide continuous improvement, and achieving the mission of the college which is to provide meaningful education and cultural enrichment through academic transfer, workforce preparation, basic skills, and service to the community.

Grays Harbor College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has a profound understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.

This is a full-time, exempt position that reports to the Vice President for Instruction. Grays Harbor College has an excellent benefits package to include comprehensive health care insurance, primary and supplemental retirement programs, long-term disability insurance, vacation and sick leave, and employee tuition waivers. All administrative exempt staff at GHC set aside 1% of their gross salary every pay period for a Voluntary Employee Benefit Association (VEBA) pre-retirement medical expense account that is used to reimburse the exempt employee for out of pocket medical expenses. All exempt employees are required to participate in this program.

EXAMPLES OF DUTIES:

General duties:

- In collaboration with Library, E-learning, and Learning Support Services faculty and staff, articulate a vision and advocate for the central role that these areas play in helping students succeed at GHC.
- Serve on the Instructional Management Team, Instructional Council, and the Exempt Team to strengthen the college's commitment to and implementation of quality instruction.
- Lead the effort to assess and improve the ways in which these areas contribute to student success.
- Draft and recommend appropriate policies and procedures related to the Library, E-Learning, and Learning Support services; ensure compliance with those already in place.
- With the Vice President for Instruction, develop the library, E-Learning and LSS budgets; monitor and supervise the expenditures of funds from all these budgets.
- Maintain effective supervision and evaluation of staff and faculty in library, E-Learning, and Learning Support services.

- Ensure effective communication and coordination exists among the position's departments, and with other units in the college.
- Advise the campus community about copyright issues; act as the official copyright officer.
- Monitor the care and upkeep of the library building and its furnishings and equipment.
- Represents the college in the community and on state-level commissions and committees as appropriate.
- Carries out any other duties assigned by the Vice President for Instruction or the President.

Library

- Supervise full and part time faculty and classified library staff in library.
- Assure the effective and efficient running of the library by leading and supporting staff and library faculty as they work to:
 - Develop, implement, and assess curricula related to information literacy, and its inclusion across the college curriculum in support of college-wide desired student abilities.
 - Provide reference services to the college community
 - Develop and maintain collections, including open educational resources.
 - Maintain the campus art gallery
 - Administer and maintain the Library's automated system.
 - Maintain the Library facility.

E-Learning

- Supervise the E-Learning Coordinator.
- Plan, develop, and implement online and hybrid instruction in collaboration with Division Chairs, Deans, and the Vice President of Instruction, and with support from the E-Learning Coordinator.
- Lead GHC's efforts to assess and improve online instruction in an ongoing way.
- In coordination with Instructional Management Team, help build the overall class schedule, ensuring appropriate classes are in place to allow completion of programs offered online.
- Develop and monitor formal relationships with other colleges for shared course offerings.
- In collaboration with the E-Learning coordinator, identify required competencies and professional development opportunities that support faculty who teach online classes.
- Provide support for ongoing assessment and evaluation of online courses taught by full-time GHC faculty.
- Supervise adjunct faculty who teach on-line.
- Work with the E-Learning Coordinator to assist faculty to develop technology skills and to integrate technology into the curriculum in ways that engage and support students.

Learning Support Services

- Supervise the Learning Center Coordinator.
- Assure the effective and efficient running of the Learning Center by directing and supporting the Coordinator in both operations and assessments.
- Support the faculty manager to plan operations and improvements for the effectiveness and efficiency of the Writing Center. Support the manager in assessing the Writing Center's operations.
- Cooperate with Student Services staff in retention efforts by supporting outreach for Academic support to students.

MINIMUM QUALIFICATIONS:

- Master's degree from an accredited university or college.
- Demonstrated experience in supporting the library's role in a community college setting.
- Strong background in learning management systems, online learning, open educational resources and instructional program assessment
- Knowledge of the role learning support services can play in increasing student success
- Demonstrated commitment to addressing equity and opportunity gaps, and creating inclusive learning and working environments
- Demonstrated commitment to collaborative decision-making and team building
- Familiarity with the role of information literacy in a community college setting

DESIRED QUALIFICATIONS:

- Master's degree in Library and Information Science (MLIS or MLS) from an ALA-accredited institution.
- Three years' experience in academic library management.
- Experience in a two-year academic library.
- Background in information literacy, learning outcomes, and curriculum development.
- Experience in developing collections and services for bachelor of applied science degrees
- Experience in enrollment management.
- Experience training or supervising tutors.
- Demonstrated experience in mentoring and evaluating faculty in hybrid and/or online modalities

The successful candidate must demonstrate:

- The ability to plan, organize, direct, administer, review and evaluate programs and services.
- The ability to work collaboratively with others on projects aimed at improving library, e-learning and/or learning support services.
- The knowledge, experience, and leadership to hire, train, lead, supervise, and evaluate staff, library faculty and online instructional faculty.
- Effective oral, written, and interpersonal communication skills with students, staff, faculty, administrators, and members of the community.
- A working knowledge of new educational technologies and eLearning trends.
- Familiarity with accreditation procedures and reporting requirements for community colleges.

SUPPLEMENTAL INFORMATION:

This position is open until filled, guaranteed consideration to 1st review date of April 8, 2019. In addition to the GHC online Application you will need to submit the following materials. Incomplete applications will not be accepted or considered.

- Letter of application addressing your qualifications for the position.
- Resume
- Contact information for 3 professional references.
- Transcripts of all college work completed. Unofficial copies are acceptable, official copies will be required at time of hire.

PROCESS NOTE: Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

Grays Harbor College is firmly committed to providing an environment that provides fair and equal treatment in public employment and equal access to its programs and services. This shall be provided to all persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, genetics or veteran status. In accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. TTY-TTD 360-538-4223

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/ghc/default.cfm>

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Position #00386
ASSOCIATE DEAN FOR LIBRARY, E-LEARNING, AND
LEARNING SUPPORT SERVICES
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