



Dean of Clark Libraries and Academic Success Services

Clark College is currently accepting applications for a full-time Dean of Clark Libraries and Academic Success Services. This position reports to the Vice President of Instruction. The Dean is responsible for providing leadership and administrative oversight for Clark College Libraries, eLearning, Tutoring Services, and the Teaching & Learning Center.

Clark College is an equal opportunity employer. Protected group members are strongly encouraged to apply. Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities. The college considers equal opportunity, affirmative action, and non-discrimination to be fundamental to the mission, goals, and objectives of the college. All faculty and staff hired at Clark College are encouraged to embrace, continually support and enhance diversity and equity on our campus and in our community. Questions regarding the College's Affirmative Action Policy may be directed to the Director of Human Resources, (360) 992-2105.

Job Duties and Responsibilities:

Leadership and Policy Development

- Lead the development, implementation, and promotion of programs, resources, and services for Clark College Libraries, eLearning, Tutoring Services, and the Teaching & Learning Center.
- Lead planning, implementation, and outcomes assessment of strategic goals within teaching and learning resources and services; review unit policies in light of College policies; participate in campus-wide planning efforts and accreditation activities.
- Encourage and support quality course design, systems, and student success resources both within the department and in collaboration with other college departments and services.
- Advocate on campus and within the Washington Community and Technical College system on issues of importance to the unit, such as academic and information technologies, information literacy, copyright, online learning, student success, professional development, privacy, and funding for staffing and resources.
- Create a safe, bias-free working environment, which supports diversity objectives as established by the college.
- Initiate and facilitate continuous improvement strategies and processes within the unit and in collaboration with campus partners.
- Provide leadership in accordance with the Vision, Values, and Core themes established by the college to achieve mission fulfillment.

Management and Operations Administration

- Direct the development of innovative programs that are responsive to student, faculty, and staff needs and anticipate implementation of new approaches and techniques for teaching and learning. Work with faculty and staff in Library Services, eLearning, Tutoring, and the Teaching & Learning Center to employ effective pedagogies, technologies, and methodologies in their respective programs.
- Develop, negotiate, and monitor contracts, budgets, and grants, ensuring proper funding allocation and fiscal responsibility.
- Seek alternative funding sources and write grant requests in cooperation with the Director of Grants Development and the Clark College Foundation.
- Advise academic deans of alternative modalities for courses and program offerings to meet the needs of Clark College constituencies.
- Create and implement change management strategies that maximize employee engagement with new initiatives and resources.

Supervision and Staff Development

- Create effective teams to achieve quality service within and across the unit; promote cooperation and mutual respect among all employee groups.
- Provide professional development for, supervise, and evaluate unit faculty and staff in accordance with negotiated agreements, applicable state and federal laws, and college policies and procedures.

Vision and Innovation

- Articulate a vision and advocate for the ongoing development of library, eLearning, professional development, and tutoring services and resources that meet the changing needs of students and faculty.
- Embrace opportunities provided by new technologies and provide campus leadership in information technology support for on-campus and online students in close collaboration with Instructional Council, the Chief Information Officer, and IT Services.
- Remain current on and promote educational and technological tools and innovations that promote quality academic support services and educational experiences.

Communication

- Communicate clearly with the college community in support of educational resources; oversee marketing and communication efforts, printed and electronic information, and relevant college and unit webpages.
- Engage in and promote research based decision-making, input, and communication.

Partnerships

- Build community partnerships through cooperative activities with baccalaureate institutions, local councils, committees, etc.
- Represent the College and collaborate with library and eLearning consortia, task forces and committees, locally, statewide, and regionally.
- Serve as chair or member of designated Clark College committees and other campus groups.
- Maintain collaborative and effective working relationships with College departments and units to provide access to quality resources that support students, faculty, and staff in creating an effective learning environment.
- Perform other related duties as assigned.

Minimum Qualifications:

- Master's degree
- Three years of progressively responsible higher education administrative experience that includes oversight of library services, online education, professional development, or academic support services
- Ability to work well with people of all ages from academically, culturally, and socioeconomically diverse backgrounds

Preferred Qualifications:

- Master's degree or higher in a field related to library science, online education, or academic technologies
- Experience working in two or more of the unit areas (library services, online education, professional development, academic support)
- Experience working at a community college
- Experience working with systemically non-dominant populations and challenging systems of oppression

Salary Statement:

\$88,761 annually

Benefits include vacation/ sick leave; medical, dental, life and long-term disability insurance; retirement; and tuition waiver.

APPLICATION PROCESS

Required Online Application Materials:

- Clark College Online Application
- Letter of application describing background and experience related to qualifications and responsibilities of the position
- Current résumé
- Unofficial copy of all transcripts/certifications uploaded with online application or delivered to the Human Resources office in person or by fax (360-992-2873).

Please apply online at www.clark.edu/jobs

To contact Clark College Human Resources, please call (360) 992-2105.

Application Deadline:

Required application materials must be completed and submitted online by 3 p.m., April 16, 2018.

Condition of employment:

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. Completion of academic degrees will also be verified through receipt of official transcripts.

DISABILITY ACCOMMODATIONS

Upon request, accommodations are available to persons with disabilities for the application process. Contact Human Resources at (360)992-2105 or by video phone at (360)991-0901.

SECURITY

The security of all the members of the campus community is of vital concern to Clark College. Information regarding crime prevention advice, the authority of the Security/Safety Department, policies concerning reporting of any crimes which may occur on the campus, and crime statistics for the most recent 4-year period may be requested from the Clark College Security/Safety Department, (360) 992-2133. The most recent Annual Security Report can be viewed here: <http://www.clark.edu/campus-life/student-support/security/report.php>

ELIGIBILITY VERIFICATION

If you are hired, you will need proof of identity, and documentation of U.S. citizenship or legal authorization to work.

CORRECTIONS OR EXTENDED NOTICES

Corrected or extended notices will be posted online and in the Human Resources Office.