



**GRAYS HARBOR COLLEGE**  
invites applications for the position of:

# Dean for Transfer Education

**SALARY:** \$7,513.50 Monthly  
\$90,162.00 Annually

**OPENING DATE:** 09/28/18

**CLOSING DATE:** Open until filled. Guaranteed consideration until 11/11/18 11:59 PM

## **DESCRIPTION:**

Grays Harbor College invites applications for a Transfer Dean. This position is the result of a reorganization of the instructional administrative team. The Transfer 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:**

- Manage, coordinate and guide the design, delivery, and review of academic transfer courses and transfer pathways in collaboration with transfer faculty and division chairs
- Evaluate faculty teaching in academic transfer, including adjunct faculty, in accordance with the GHC Collective Bargaining Agreement
- Mentor faculty in the development of courses and programs that help meet strategic enrollment management goals and are consistent with the vision and mission of GHC
- Coordinate regular instructional program reviews within the Transfer Division to insure that students are well-prepared for transfer
- Assist in preparation of quarterly and annual schedules
- Maintain current working knowledge of WA state transfer policies related to curriculum development and approval
- In collaboration with the VPI, establish collaborative relationships with GHC's primary transfer receiving institutions; help identify, create, and promote opportunities for GHC transfer faculty to collaborate with their counterparts at those transfer institutions.
- In collaboration with the Workforce Dean, help identify, create and promote opportunities for GHC transfer faculty to collaborate with counterparts at area high schools (e.g. around placement, College in the High School, other forms of partnership)
- Assist in planning, recruiting, and supporting faculty teaching in the BAS programs.
- In collaboration with the Associate Dean for Library, E-Learning, and Learning Support Services, identify, create, and promote faculty development opportunities aimed at

increasing student engagement and improving student success particularly but not exclusively in online courses.

- In collaboration with the Associate Dean for Transitions, help identify, create and promote strategies aimed at helping students starting in Basic Education for Adults complete certificates and degrees including Academic I-BESTs.
- In collaboration with the Instructional Deans and VPI, participate in strategic direction setting for the Assessment, Learning and Teaching Council and assist in planning and facilitating faculty development activities.
- Contribute to GHC's strategic planning process by leading work groups tied to core themes that relate to academic transfer
- Collaborate with student services professionals to insure that transfer courses are offered at times and in modalities that meet the needs of students in our two-county service area
- Work closely with the site director of Pacific County to develop a predictable set of transfer course offerings; recruit, support, and evaluate faculty teaching in Pacific County
- Articulate and champion the college's mission, vision, and values to students, faculty, staff, industry partners, associations, and other external stakeholders.
- Participate in the Articulation Transfer Council meetings and other SBCTC meetings under advisement of the VPI
- Supervise and evaluate support staff
- Carry out other duties as assigned by the Vice President for Instruction or the President

#### **MINIMUM QUALIFICATIONS:**

- A Master's degree from an accredited college or university
- Three years of successful teaching experience
- Demonstrated commitment to addressing equity and opportunity gaps, and creating inclusive learning and working environments
- Demonstrated ability to collaborate and manage multiple projects and initiatives
- Demonstrated commitment to collaborative decision-making and team building
- Demonstrated experience in mentoring and evaluating faculty in on campus, hybrid and/or online modalities
- Excellent listening, speaking, writing, critical thinking, and problem solving abilities
- Understanding of and experience with using outcomes-based assessment of student learning to improve educational programs
- Understanding of and experience with designing or delivering professional development for faculty aimed at increasing student engagement and student success

#### **PREFERRED QUALIFICATIONS:**

- PhD in discipline related to academic transfer
- Coordination, supervision, or administrative experience, preferably with academic transfer faculty and programs
- Understanding of/experience with WA State's Direct Transfer Agreement and the implications for curriculum design and program development
- Community college teaching experience
- Interest in/experience with teacher education (elementary)

#### **SUPPLEMENTAL INFORMATION:**

This position is open until filled, guaranteed consideration to 1st review date of November 10, 2018. 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 that addresses your background and educational experience and how it led you to apply for the position as Dean for Transfer Education at Grays Harbor College
- Resume
- Contact information for three 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

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

Position #00370  
DEAN FOR TRANSFER EDUCATION  
LK

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