



WALLACE STATE HANCEVILLE

Vacancy Announcement
April 12, 2007

POSITION: Associate Dean for E-Campus

REPORTS TO: Dean of Academic Affairs

MINIMUM QUALIFICATIONS:

- Masters Degree with 18 graduate semester hours in a teaching or appropriately related field; significant graduate coursework in CIS required.
- One year instructional or administrative supervisory experience.
- Significant experience administering and/or deploying campus technology including WebCT, BlackBoard or similar platform, and other distance learning technologies.
- Three years postsecondary teaching experience, preferably in a community college.

RESPONSIBILITIES:

- Provide leadership in planning, development, implementation, management and support of distance education with an emphasis on online learning for credit and non-credit courses.
- Develop a comprehensive distance learning program.
- Lead faculty in the expansion of on-line, hybrid, web-based, Podcast, asynchronous and emerging modes of e-learning.
- Supervise assigned personnel.
- Recommend scheduling of distance education classes.
- Recommend and oversee e-business functions.
- Coordinate instructional technology resources.
- Ensure compliance with all accrediting agencies as applied to distance learning.
- Recommend and implement plan for campus distance learning technology.
- Plan, budget, evaluate and assess for the division.
- Share responsibility with other deans for hiring, supervising, and evaluating full-time and part-time faculty as related to distance education.
- Perform other duties as assigned by the Dean and the President.

SALARY: Appropriate placement on State Salary Schedule C1 (\$67,622 - \$96,998) of the Alabama Department of Postsecondary Education Salary Schedule.

ANTICIPATED STARTING DATE: As negotiated

APPLICATION PROCEDURE: A complete application packet must include a cover letter, WSCC employment application, resume, college transcripts (unofficial accepted), three letters of recommendation, three professional references with addresses and phone numbers, and a one-page written statement of the applicant's philosophy of distance learning or an assessment of a current issue in distance learning and a proposed solution. Incomplete or delinquent packets will not be considered. Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

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RETURN PACKETS TO: Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256.352.8295

APPLICATION DEADLINE: The deadline for receipt of all application material is 3:00 p.m., June 1, 2007.

INTERVIEW PROCESS: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and a demonstration of proficiency in teaching. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.
