



JOB OPPORTUNITY

Title: Dean, Finn Center for Online & Non-traditional Academic Programs

Department: Online Educational Services

Reports to: Vice-President of Academic and Student Affairs

Job Summary:

The Dean works with the faculty, Notre Dame's office of enrollment services, and the College's online collaborator to identify demand for online programs and to design a plan for their delivery in either an online, face-to-face or hybrid mode and to ensure the academic integrity of the Center's offerings.

Essential Functions and Duties:

- Support program prioritization activity
- Collaborate with the faculty and senior administration to establish a vision for online education that reflects the College's strategic direction
- Collaborate with Notre Dame College division chairs, department and program directors and faculty in the development of online projects, preparation of courses for non-traditional delivery and professional development for faculty to provide online delivery of educational programs
- Evaluate research and emerging trends in the online and non-traditional delivery of educational services seeking growth opportunities for Notre Dame College
- Chair the Graduate Planning and Policy Committee
- Service on Institutional Committees
- Maintain Council of Regional Accrediting Commissions Compliance
- Formulate an assessment plan for online projects and initiatives at Notre Dame College that uses research-based evaluative criteria
- Direct the work of staff assigned to support online projects and education at Notre Dame College.
- Other duties as assigned

Qualifications:

- Works independently, setting goals, evaluating data, and developing plans
- Knowledgeable about online learning and educational services
- Highly organized and attentive to detail
- An entrepreneurial spirit
- Ability to see obstacles as positive challenges
- Comfortable in a matrix management environment
- Demonstrated project management experience
- Experience as an effective manager of professional and support staff
- Strong written and communication skills
- Skill in working with interdisciplinary teams

Position Specifications:

- Course and program development experience essential
- Experience on a college or university curriculum committee preferred
- At least three years of relevant experience in an academic setting, and with online and non-traditional course/program delivery
- A demonstrated track record of accomplishment as a manager of people, projects, and/or organizations
- A doctorate in an appropriate discipline is preferred

Deadline to apply is March 30, 2018. Please submit cover letter, resume and salary requirements to: careers@ndc.edu