



**ASSISTANT DEAN of ONLINE
Full-Time Contract Position**

Eastern Gateway Community College invites applications for the **Assistant Dean of Online** position. This is a full-time position based at our Steubenville Ohio campus. This position reports directly to the Vice-President of Online and indirectly to the Provost. The primary responsibility of the Assistant Dean of Online Learning is the management of staffing online courses, in collaboration with the academic deans and adjunct specialist. Additional responsibilities include assisting with online e course schedule planning, assistance with online adjunct evaluations, assisting with adjunct hiring and other related administrative activities, related to online. The Assistant Dean of Online will serve on college-wide committees and work directly with the Vice President of Online, the academic deans, the adjunct specialist and other administrators in a team environment. This individual will work to create and maintain an open, collaborative and inclusive college environment focused on student learning and student success.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage the staffing of online courses
- Coordinate with the adjunct specialist to ensure an approved pool of online adjuncts is available for each semester for the academic year.
- Coordinate with the adjunct specialist to ensure the onboarding process of online adjuncts is efficient and meets compliance.
- Assist the academic deans with the evaluation of online adjuncts.
- Administer college policies within assigned instructional program areas.
- Administer collective bargaining policies when determining section needs.
- Assist the Deans with the development of annual online class scheduling in consultation with faculty members within each discipline/program area and continue to monitor before each session start.
- Participate, as needed, in program development and evaluation of online programs.
- Assist in the development and updating of a long-range plan for the instructional online program in line with the EGCC's strategic plan.
- Assist in the preparation of materials regarding the schedule, calendar and structure of information necessary for dissemination in the college catalog and other publications.
- Coordinate training for adjuncts with the Dean of Distance Learning.

EDUCATION & BACKGROUND:

- Required: Master's degree from a regionally accredited institution.
- Preferred: Degree in postsecondary Education with an academic discipline preferred.
- Preferred: Minimum of two (2) year's college teaching experience.

SKILLS & ABILITIES:

- Excellent organizational, communication and interpersonal skills. Sensitivity to and acceptance of diverse cultures and individuals is expected and required in this position.
- Must be computer literate and open to the development and implementation of innovative delivery systems and enhanced teaching through advanced information technologies.
- Must be able to work a flexible schedule that may include evenings and weekends. May involve some overnight travel to represent the College at meetings and/or conferences on occasion.
- Must possess enthusiasm, dependability, diplomacy and organizational integrity.
- Must project a positive image of the college, both on campus and in the community.
- Possess the ability to use logic and reasoning to identify alternative solutions to situations and to apply creative thinking to the problem solving process.

Resumes, along with the names, addresses and telephone numbers of at least three professional references, should be sent to:

Kim Johnson
Human Resources
Eastern Gateway Community College
4000 Sunset Boulevard
Steubenville, OH 43952

For those wishing to send their materials electronically, please send to:

careers@egcc.edu

Internal applicants should include an employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.