

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
Director, Master's Degree in Organizational Effectiveness

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 55 Paul J. Manafort Drive, New Britain, CT

Hours:

Salary: \$80,233

Closing Date: October 25, 2015

Position Summary:

As part of the Connecticut State Colleges & Universities system, Charter Oak is the state's only public, online, degree-granting institution designed to provide affordable, diverse and alternative opportunities for adults to earn undergraduate and graduate degrees and certificates. The Director will be responsible for promoting the mission of Charter Oak State College, and directing the Master of Science in Organizational Effectiveness and Leadership program. The Director will report to the Academic Dean.

Position Responsibilities:

Administers and evaluates master's degree in organizational effectiveness. Manages the faculty recruitment, faculty development, and evaluation process. Teach one course per year. Develops, monitors, and evaluates the program budget. Develops academic policies in collaboration with the Provost, Academic Dean, appropriate academic committee, and faculty. Oversees online library, in conjunction with the dean, including evaluating resources based on pedagogical need and usage. Establishes course schedules, oversees course development, and ensures courses remain relevant. Works with the Provost to facilitate core faculty advisory committee meetings. Assists Registrar in updating the Catalog. Coordinates learning outcomes assessment with the Office of Institutional Effectiveness and the faculty assessment committee. Teams with enrollment management committee around recruitment and retention. Teams with marketing department to market degree program. Assists Provost with reporting to external agencies. Stays current in the field by attending or presenting at conferences, publishing, and conducting research. Supervise the Program Recruiter/Advisor. Manages the admissions process for the OEL graduate students. Performs other duties as assigned.

Eligibility Requirement:

Doctorate degree from a regionally accredited higher education institution within the leadership, organizational leadership, management, or related fields of study. Two to three years of experience managing a higher education graduate program at the director level, along with a minimum of five years of teaching experience and curriculum development at the graduate level. Strong interpersonal and communication skills required. Online teaching experience preferred.

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume by October 25, 2015 at www.charteroak.edu/AboutUs/Employment. No phone calls please. Pending NEASC Approval.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.