

Murray State College
Tishomingo, OK 73460

Job Description

Dean of Online Campus

General Description/Primary Purpose

The Online Dean will provide leadership to develop, promote, and sustain Murray State College's online programs. Oversees operational procedures, policies, instructional development, faculty training, technical support, quality assurance, and managing MSC's enrollment and program growth as an online college.

Classification: Faculty/Administrator

Academic Rank: Instructor

Salary: Salary commensurate with qualifications, education, and experience.
Full fringe benefits are included as part of the salary package.

Appointment: 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area is comprised of small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings.

Description of Duties and Tasks:

Specific Job Functions – Online Dean:

A. Leadership Duties

1. Provide overall vision and supervision for developing and maintaining distance education programs that respond to the workforce, economic, and community needs.
2. Collaborate with campus partners, community partners at distant campus locations, and the marketing department to develop relevant programs, associated marketing campaigns, and appropriate communications to expand the reach to significantly increase enrollments of students enrolling in distance programs.

3. Ensure compliance with accreditation and other regulations that impact students in distance education programs and cross-train into functions of online education programs.
4. Identify emerging national and local workforce trends and make data-informed decisions to increase revenue. The distance and departments operate within two different budget types, allocation and cost recovery.
5. Provide leadership, support, and supervision for remote faculty.
6. Establish an appropriate vision for the Murray State College Online College with goals that are clearly tied to the College's mission and coordinate efforts to achieve those goals.
7. Revise, enforce, and provide all policies and procedures relating to the MSC Online College while coordinating remote faculty to achieve the College's mission and strategic plan.
8. Be an effective communications link between remote faculty and the administration.
9. Coordinate and monitor low enrollment classes with Program Chairs and recommend appropriate action to the OAA.
10. Actively support the recommendations of the Academic Council and communicate any changes or updates to the remote faculty.
11. Coordinate efforts with appropriate Deans and Program Chairs in preparing and submitting course schedules
12. Prepare and gather data required on a timely basis and assist the academic Deans and Program Chairs when necessary.
13. Assist and coordinate assessment data for programs and courses.
14. Ensure quality assurance through online course reviews, faculty development, and course development.
15. Serve as the liaison for Quality Matters, NC-SARA, and other quality assurance programs.
16. Participate in local and state professional organizations and technical consortiums.
17. Coordinate with Public Information Officer to promote the growth of MSC Online College.
18. Coordinate and oversee the budget.
19. Coordinate purchasing and reconcile payment activity.
20. Upon employment the successful candidate must complete mandatory NIMS (National Incident Management System) training modules, IS-100 HE and IS-700a, through the Department of Homeland Security as directed by the MSC administrative staff and campus police.

21. To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.

B. Personnel Duties

1. Ensure that college personnel policy and procedures are appropriately applied to personnel matters for remote instructors.
2. Utilize college policy and procedures to resolve faculty grievances, concerns, and problems.
3. Assist the OAA in the supervision and evaluation of remote faculty by the faculty evaluation system. Participate in the rank and tenure process as described in the policy. Assist the Office of Human Resources in coordinating and facilitating necessary faculty records.
4. Consult with remote faculty members and the OAA regarding faculty recruitment, appointments, promotion, sabbatical leave, faculty retention, and other personnel matters, adhering to all appropriate policies and procedures.
5. Assist appropriate Dean and/or Program Chair in hiring, orientation, and training, supervise and (if needed) discipline remote adjunct instructors, and provide guidance and support for their professional development.
6. Collaborate with the Program Chairs, Deans, and VPAA, verify and manage the assignment of the full-time remote faculty teaching assignments in compliance with established procedures and directives.
7. Receive student concerns and complaints and take appropriate action.
8. Monitor equitable course loads for remote faculty.
9. Assist in the credentialing process for remote faculty and identify courses they are qualified to teach using HLC assumed practices and standards.
10. Complete Faculty Evaluations yearly.

C. Faculty Duties

1. Teach a minimum course load of 6 credit hours per Spring and Fall semester.
2. Teach assigned courses by catalog descriptions, based on approved syllabi, and aligned with equivalent courses at our regional peer institutions.
3. Work with other faculty teaching similar courses to maintain curricular consistency across sections.
4. Maintain and revise official syllabi every semester.

5. Enter assessment data into Taskstream at the end of every semester.
6. Maintain professionalism as described in the MSC Faculty handbook.
7. Maintain remote office hours to serve as a liaison for students.

Required Knowledge, Skills, and Abilities:

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

Ability to:

1. Demonstrate a deep understanding of germane subject matter that goes well beyond the introductory textbook level.
2. Experience and/or training in the use of state-of-the-art technology in the delivery of instruction, including but not limited to the Internet and Zoom.
3. Communicate clearly and effectively to students in online courses.
4. Communicate clearly and effectively with online faculty.

Hours:

Generally, forty hours a week virtually in coordination with the Dean or Program Chair but hours will be flexible. Virtual office hours are required to allow for student interaction. Courses and office hours will be assigned based on student needs. Other professional activities can be scheduled by college policy and in cooperation with the Academic Chair and the Vice President for Academic Affairs.

Qualification Standards:

1. **Minimum Educational Qualifications:** A Master's degree with a minimum of 18 graduate hours in the subject area being taught.
2. **Preferred Experience:**
 - a. Minimum of three years of successful teaching experiences online at the college level.
 - b. Minimum of two years of successful experience as an administrator, instructional technologist, or online instructional designer.
3. **Professionalism:** Faculty at MSC are expected to demonstrate dedication to teaching and professional competence, integrity, and enthusiasm in performing all responsibilities.
4. **Image:** MSC employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities. All faculty must follow the departmental dress code.
5. **Background Check:** The successful candidate must give permission to conduct a formal background check, and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of Application
2. Résumé
3. Three (3) letters of employment recommendation or college placement file.
4. Official college transcript(s).
5. Murray State College employment application.

Apply to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 111
Tishomingo, OK 73460
humanresources@mscok.edu

Application Deadline: The preferred start date is August 1, 2022. Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYER

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate based on race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.