

**Job Announcement**

**May 16, 2017**

**Position Description:** Director of Academic Initiatives

**Location:** Murphy Campus

**Department:** Academic Affairs

**Reports to:** Assistant Vice President for Academic Affairs – Academic Support Area

**FLSA Status:** Exempt

The Director of Academic Initiatives is supervised by and responsible to the Assistant Vice President of Academic Affairs – Academic Support Area. The Director is responsible for leadership and oversight concerning all MOWR course offerings and serves as the primary “Point of Contact” concerning MOWR faculty\student issues from an Academic Affairs perspective. Responsibilities include oversight of scheduling, staffing, and maintaining credential and contractual (MOU) documentation of all MOWR courses that are offered at off-site locations including high schools. Provides monitoring, observation, supervision, and evaluation of all offsite MOWR instructors. Responsibility for acquiring, distributing, and collection of all textbooks used for MOWR offsite courses and delivering\retrieving textbooks for MOWR high school students taking online classes as a group. The Director is responsible for miscellaneous issues involving MOWR classes to include responsibility for processing off site course grade appeals and making decisions relating to college policy and procedures involving MOWR classes and students. The Director provides collaboration with the MOWR department and staff to promote and fully support the success of the overall MOWR ongoing initiative.

The Director assists the AVPAA with miscellaneous Academic Affairs Initiatives including Complete College Georgia (CCG), Achieving the Dream (ATD), and other miscellaneous initiatives and with SACSCOC or other needed compliance documentation and reporting. The Director assists with updating of AA policies and procedure manuals and publications and functions in a leadership role to assist with discussions and decision making with all other members of the Academic Affairs Leadership team.

**Minimum Qualifications:**

A Baccalaureate degree from an accredited college or university AND five (5) years experience in management or in the defined departmental area.

**Preferred Qualifications:**

* + A Master’s degree from an accredited institution.
  + A minimum of two years teaching experience or direct experience working with faculty in an administrative, coordinating, or supervisory capacity.
  + Proficient with Microsoft Office.
  + Two years of direct full time faculty supervision experience.
  + Direct experience working with students or faculty in a MOWR capacity.
  + Documentation and compliance experience involving accreditation or initiative disclosure reporting.
  + Administrative instructional experience at the post-secondary level.

**Salary/Benefits:** Low $60’s commensurate with previous work experience. Benefits include paid state holidays, vacation, retirement, personal and sick leave, and the State of Georgia Flexible Benefits Program.

**Method of Application:** Interested candidates must apply through electronic application system at: [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx).

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.