

Director of Extended Learning Oakland University

Position Number: 989196

Requisition Number: 12498

Salary Range/Pay Rate Salary: up to \$90,000.

Position Notes: Compensation commensurate with education and experience. For more information on Oakland University's salary structure and fringe benefits, please go to our website at [www.oakland.edu>faculty & staff>staff benefits and compensation](http://www.oakland.edu/faculty%20%26%20staff/staff%20benefits%20and%20compensation).

Employee Group/Grade: AP Band S

Unit Number/Name: 2154 - Academic Affairs

Division: Academic Affairs

Job Category: Administrative - Professional

Shift/Days: This is a full time position.

Pay Schedule: Month

Minimum Qualifications (indicate training, education, skills, knowledge, abilities): The position requires a master's degree or an equivalent combination of education and/or experience; minimum five years of experience in business management and operations to achieve institutional goals, with experience in managing a continuing education/extended learning unit preferred; minimum five years administrative experience in higher education or the ability to demonstrate an understanding of how acquired experience is relevant to the higher education context; minimum five years of significant staff management. Successful candidates will also have experience with online delivery of course materials; the ability to integrate technology with administrative functions; excellent organizational and analytical skills; and excellent oral and written communication skills. Applicants should indicate in their cover letters how they meet these requirements.

All Qualifications: All minimum, additional and desired qualifications are preferred, but qualifications, degrees and/or experience deemed comparable and/or equivalent by Oakland University in its sole and absolute discretion may be considered.

Position Purpose: The Director of Extended Learning will work collaboratively to revise the strategic vision for Professional and Continuing Education (extended learning) and long-range goals to achieve the unit vision, conduct analyses to identify client markets, work collaboratively with internal and external constituents to create innovative programs and delivery systems (on ground and online) that respond to client needs, analyze program offerings and develop a program schedule that ensures enrollment growth and positive fiscal results, The director is responsible for managing the operations of the PACE unit including staff hiring, training, and supervision, development of policies and procedures, assures compliance, customer service including student registration and department support for program development, fiscal management and budget development, program assessment and maintenance of licensing and accreditation. The Director of Extended Learning must have excellent communication skills and the ability to develop positive working relationships with faculty and administrators and with the Extended Learning team.

Qualifications Notes: Writing sample and Other Document should include a professional writing example, such as a report, proposal or business letter.

For More Information and to Apply: Go to <http://jobs.oakland.edu/>

Job Open Date: 11-19-2012

Job Close Date: Open Until 2-15-2013 or Until Filled