

University of Wyoming
Outreach School
Division of Outreach Credit Programs

Associate Division Head for Program Development
[Senior Lecturer-Extended Term Track, Position #0396]

The associate division head or director of program development and support will serve as a critical link [along with the division head] between the administrative logistics operations of the office manager, support coordination related to the growing distance programs, and the policy and academic program leadership of the division head/associate dean. In addition to serving as an administrative link or connector, the position will offer additional advocacy for distance learning administration and service to adult non-traditional learners-at-a-distance, by serving as an additional administrative point-of-contact for the academic representatives of the approximately 40 programs delivered through the Division of Outreach Credit Programs.

Among the general functions of this new position are:

1. Work with the associate dean/division head to maintain regularized contact with academic college and departmental representatives of distance programs. Contribute to reports of the associate dean/division head on the status of contacts with academic representatives.
2. Periodically assess and further develop the newly developed program development system and help organize administration and academic representation to evaluate distance program proposals. Once new proposals are approved by the Division of Outreach Credit Programs [and UWC officials, as appropriate], assure that administrative-logistical considerations such as course schedules/rotations are implemented, admissions/registration/front office support needs are addressed.
3. Further develop existing system for new course development and the assignment of development fee and instructional design support.
4. Collaborate with the associate dean and division head on professional development/onboarding activities for new and existing representatives of new department chairs and upper academic college administration. These activities might include a annual workshop (s) for chairs and/or the provision of conference or training opportunities available from professional or disciplinary organizations.
5. Serve as a key administrative policy point-of-contact, along with the associate dean/division head and office manager, for student affairs issues including representation at key student affairs policy meetings, troubleshooting technical registration and admissions. Collaborate with the Outreach School Manager of Student Advising on developing student support policies for students at-a-distance.
6. Attend key administrative meetings along with the associate dean/division head including the Outreach Managers¹ group meetings, OCP Mates¹ meetings, Instructional Designers¹ Group meetings, OS Academic Coordinators¹ meetings, OCP staff meetings, etc., to pinpoint and help act upon opportunities for service delivery improvement for teachers and learners at-a-distance.

7. Lead the Outreach School's efforts on state, federal, and regulatory compliance, including state authorization applications as well as SARA membership application activities. Serve as liaison to the university's Office of General Counsel on regulatory compliance matters.

8. Represent the associate dean or office manager in their absence as requested.

This position would be at the Assistant/Associate Professional Lecturer rank [depending on qualifications] and require a master's degree [doctorate preferred] in educational administration or a related field and at least 5 years of managerial experience [with a demonstrated track record of working with academic departments] in distance education programming. Preferred qualifications include: distance teaching experience and experience serving and/or supporting adult, non- or post-traditional learners; demonstrated ability to work collaboratively with staff, faculty, and university administration preferred; experience using and/or supporting a learning management system.

The University of Wyoming is located in Laramie, a town of 30,000 in the heart of the Rocky Mountain West. Wyoming is investing in its university, helping to make it a leader in academics, research and outreach.

The university has state-of-the-art facilities in many areas and is a cultural center for the state. Located on a high plain between the Laramie and Snowy Range mountain ranges, Laramie has more than 300 days of sunshine a year and is near year-round outdoor activities that include skiing, hiking, camping, bicycling, fishing and climbing.

The community provides the advantages of a major university and a distinctive identity as an important city in a frontier state. Laramie is near many of Colorado's major cities and university communities (Fort Collins: 1 hour; Boulder: 1.5 hours; Denver: 2 hours; Colorado Springs; 4 hours).

Send required application materials [CV, cover letter, three professional work-related references, and a one-page statement of philosophy regarding distance education] to:

Ms. Cindy Wood, Accountant
Division of Outreach Credit Programs
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