

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Director of Doctorate in Community College Leadership (DCCL)
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	40750 - EIO Doc Comm College Leader
<b>Advertised Salary:</b>	\$77,000 - \$85,000 - Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.).
<b>FLSA:</b>	Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Full-Time
<b>Union Group:</b>	N/A
<b>Term of Position:</b>	12 Month
<b>At Will/Just Cause:</b>	At Will
<b>Summary of Position:</b>	The Director of the Doctorate in Community College Leadership (DCCL) program will be responsible for providing leadership, coordination, and support of the DCCL program. This individual will work collaboratively with DCCL staff and faculty to continue to design, develop, and implement efforts relating to recruitment, student support, student retention and completion, curriculum and assessment, alumni relationships, and overall program operational management. The anticipated start date for this position is April 2023. However, this is an estimated date and can be revised if needed.
<b>Position Type:</b>	Faculty - Temporary & Continuing
<b>Required Education:</b>	PhD, EdD, or ABD with scheduled defense date.
<b>Required Work Experience:</b>	<ul style="list-style-type: none"> <li>• Five years of full-time work experience in a higher education setting.</li> <li>• Supervising and working collaboratively with successful teams.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with operational management.</li> </ul>
<b>Required Licenses and Certifications:</b>	
<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Office environment</li> <li>• Bending</li> <li>• Moving</li> <li>• Reaching</li> <li>• Sitting</li> <li>• Twisting</li> <li>• Driving</li> <li>• Lifting</li> <li>• Repetitive movement</li> <li>• Standing</li> <li>• Out-of-State travel is required.</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	<ul style="list-style-type: none"> <li>• Doctoral degree with an emphasis in education or leadership.</li> <li>• Experience working in higher education, preferably in advising, recruitment, student services, curriculum development, research, and operational management areas.</li> <li>• Experience working with community colleges.</li> <li>• Experience using Banner or similar student information database, Microsoft Office, Zoom, Canvas, or similar LMS, and social media.</li> <li>• Teaching experience.</li> <li>• Experience working with doctoral students.</li> </ul>
<b>Essential Duties/Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provide leadership of the Doctorate in Community College Leadership (DCCL) program and coordinate the direction of areas such as student recruitment and retention, student support, curriculum and assessment, and overall operations of the program.</li> <li>• Responsible for the training and supervising assigned staff within the area of responsibility. Carries out supervisory responsibilities in accordance with university policies and applicable laws.</li> <li>• Monitor and assess the effectiveness of the DCCL program. Work collaboratively with program stakeholders to discuss and implement recommended changes and improvements.</li> </ul>

- Work collaboratively with program stakeholders to recruit and retain effective faculty to ensure a qualified pool of instructors are available to meet student needs.
- Attend workshops, seminars, and conferences related to areas of responsibility. Serves and/or chairs various University and community committees.
- Coordinate the DCCL Admissions and Recruitment process with DCCL staff and the Office of Graduate Studies. Includes development of annual recruitment and promotional strategies designed to enroll at least one full cohort annually through planning exhibits, presentations, admissions processes, personal recruitment, and promotional activities.
- Research and offer content and new strategies for reaching audiences on websites and social media platforms.
- Represent the DCCL program at various events, including face-to-face class weekends (average of two times per semester) and making program presentations. Events will include out-of-state travel at least several times a year, along with evening and weekend activities. Travel reimbursement is provided.
- Research and compile data to advance the doctoral program; stay current on emerging trends within community colleges and higher education.
- Monitor, maintain, and exercise operational control over revenues and expenses associated with the development and deployment of the program.
- Contribute to the academic agenda of the program through participation as a guest speaker in courses and providing assistance in other endeavors, such as publications.
- Oversee logistical arrangements associated with the face-to-face sessions and events. Independently answer program-related inquiries from various internal and external sources, and explain the policies, practices, and procedures of the program and the University.
- Facilitate meeting planning and project coordination.
- Regularly deal with sensitive and confidential matters.
- Maintain confidentiality of designated information.
- Compose correspondence and conduct oral communications for varied audiences and purposes, utilizing professional style, creativity, and accuracy in the use of language and grammar.

	<ul style="list-style-type: none"> <li>• Considerable travel will occur, particularly during the recruitment season.</li> <li>• Carry out responsibilities in accordance with university policies and applicable laws.</li> <li>• Demonstrates understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff, and community members.</li> <li>• Any other duties assigned within the position classification area.</li> <li>• Reports to the Dean of Extended and International Operations.</li> </ul>
<b>Marginal Duties/Responsibilities:</b>	
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills to work with varied constituencies both internally and externally.</li> <li>• High level of computer use capability with varied software.</li> <li>• Excellent oral and written communication skills.</li> <li>• Project management and organization.</li> <li>• Demonstrated commitment, experience, and understanding of diversity, equity, and inclusion.</li> <li>• Demonstrated knowledge and experience with FERPA.</li> </ul>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> <li>• Unofficial Transcript 1</li> </ul>
<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	<p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of doctorate degree.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
<b>Initial Application Review Date:</b>	March 3rd, 2023
<b>Open Until Position is Filled?:</b>	True

<b>Posting Close Date:</b>	
<b>Contact Information:</b>	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at <a href="mailto:fsujobs@ferris.edu">fsujobs@ferris.edu</a> .
<b>EEO Statement:</b>	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a> . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: <a href="#">Ferris Non-Discrimination Statement</a> .