

Job Description

Position Title: Program Manager, Faculty Professional Development

Job Family: Faculty Affairs

Job Type: Professional - Senior

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Faculty Professional Development Program Manager is responsible for faculty development training, including workshops and sequenced professional development experiences. Responsibilities include the design, implementation, evaluation and continuous improvement of: college training efforts to address faculty needs regarding teaching and learning, relevant job related policies and procedures, and emerging forms of teaching such as Hyflex, VR, and Fast Track.

The Faculty Professional Development Program Manager researches, gathers information, evaluates and provides data concerning a broad variety of emerging technologies to provide support to the College, the Teaching & Learning Center, as well applicable budgetary planning, and any other assigned projects.

The Faculty Professional Development Program Manager coordinates and collaborates with academic divisions, workforce, the Faculty Fellows, Pima Online, OED, and the Office of the Provost.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops, implements, and monitors TLC's faculty development goals to align with College initiatives. Designs faculty development services in response to faculty development needs, standards, and emerging technologies.
2. Assesses, designs, and manages development and administration of professional development and training curricula. Leads innovative curriculum initiatives across College and within TLC.
3. Develops an action plan and develops an operational approach relating to the overhaul and deployment of professional development sequencing and services.
4. Responds to questions related to faculty development, online technologies (our learning management system and third-party technologies), pedagogical practice and connected innovation.
5. Assesses faculty development needs and provides custom workshops.
6. Represents PCC internally and externally at events, meetings, and committees. Provides consultations or presentations to address complex program, educational, and legal concerns.
7. Plan, prepare, design and organize larger scale events such as the Unconference.
8. Drafts written communication, documents, guides, etc. connected with faculty development services and resources. Draft press releases in recognition of TLC milestones to promote faculty development initiatives.
9. Performs outreach to other colleges and partners to address shared problems and find solutions.

10. Reviews, revises and designs new faculty-training courses to support continued continuing education pathways for faculty. Ensures effective faculty development course improvement and resource creation for faculty development.
11. Builds and maintains working relationships with internal stakeholders, especially Pima Online and OED to develop a shared approach to college-wide faculty development needs across all modalities.
12. Collaborates with internal stakeholders to review key metrics to determine departmental and college success. Evaluates, monitors, and improves processes, procedures, and standards for online faculty development.
13. Collaborates with Faculty Services and Resource Centers ADR, Marketing, and Videography to design accessible resources for teaching.
14. Guides staff in special projects. Initiates, guides, and supports projects involving TLC as assigned. Ensures that any assigned staff including work-study employees and high-school student interns are trained.
15. Participates in professional development and research to stay abreast of new developments in faculty development, learning management systems, and connected educational technologies.
16. Leads collection of faculty development data and prepares a variety of complex reports, statements, and communications; provides analysis and recommendations based on synthesized data related to online faculty development.
17. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge of advising and counseling practices
3. Knowledge and application of various instructional methodologies
4. Knowledge of internal and external customer service principles and practices
5. Knowledge and application of organizational and time management principles
6. Knowledge of principles and methods for promoting programs and services
7. Knowledge of project management principles
8. Knowledge of computer and network operating systems
9. Skill in public speaking
10. Skill in analyzing data and drawing conclusions
11. Skill in program development and process improvement
12. Skill in project management principles, processes, and techniques
13. Skill in budget/resource management
14. Skill in team building
15. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
16. Ability to develop and maintain effective and positive working relationships
17. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
18. Ability to adapt to a rapidly changing technical environment

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelors in Higher Education, Information Technology (IT), Instructional Design, Pedagogy, or a closely related field of study required.
 - Two (2) years of instructional design experience required.
 - Five (5) to Eight (8) years of related experience with andragogy educational development, higher education teaching experience required.
 - Ten (10) years of related experience with andragogy educational development, higher education teaching experience preferred.
 - Master's in Higher Education, Information Technology (IT), Instructional Design, Pedagogy, or a closely related field of study preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required