

Xavier University of Louisiana invites applications for the position of Director of the Center of Continuing Studies and Distance Education. Xavier, which is located in New Orleans, is the nation's only Historically Black and Catholic institution of higher learning. Founded in 1925, the University is mission-driven and committed to the promotion of a more just and humane society. Reaffirming its African American heritage and its Catholic tradition for more than eight decades, Xavier continues to offer its students a quality education and opportunities for leadership development. Xavier currently enrolls about 3,000 students and is comprised of the College of Arts and Sciences which awards Bachelor's and Master's degrees and the Doctorate of Education, and the College of Pharmacy which awards the Doctor of Pharmacy degree.

The Director of this newly-formed Center is a strategic leader responsible for leading broad-based recruitment programs and services that provide academic support to both traditional and non-traditional students and promote student success, including long-term planning, program development, provision and evaluation of services, budget and fiscal control, technical support services, utilization of physical resources, and other management functions. The Director also works in collaboration with Student Services to enhance the learning environment for non-traditional students and reports to the Office of Academic Affairs.

The essential duties and responsibilities of the Director include:

- Providing input on strategic planning, goals, actions, assessment, and budgeting regarding continuing studies and distance education;
- Developing strategies to enhance the overall quality of the continuing studies experience;
- Using University reporting tools to make data-driven decisions
- Managing the portfolio of programs and allocation of resources;
- Developing effective internal policies, procedures and practices that result in high quality program delivery and student satisfaction;
- Overseeing site operations;
- Developing and implementing educational programs for students in collaboration with other campus offices;
- Overseeing faculty teaching assignments, course scheduling, locations, delivery methods (including hybrid and online learning), etc., related to continuing education;
- Monitoring course enrollments, and cancelling classes and notifying students, as necessary;
- Overseeing and implementing established policies and procedures;
- Processing and preparing File for Certificate forms;
- Supporting and advising students on registration issues;
- Resolving student problems/issues;
- Representing Continuing Studies and Distance Education at University meetings;
- Representing Continuing Studies and Distance Education at community and professional events;
- Advocating for students, faculty and staff in Continuing Studies and Distance Education;
- Overseeing the maintenance and updating of the Continuing Studies Catalog;
- Coordinating with Division Chairs to ensure academic integrity of programs, especially in regard to accreditation requirements;
- Providing support to Division Chairs as it relates to continuing education;
- Securing external funding sources;
- Monitoring the effectiveness of office functions including staff organization and physical work space;
- Recommending changes as needed;
- Developing, implementing, and evaluating marketing plans and recruitment strategies in collaboration with other campus offices;
- Overseeing the budget for Continuing Studies and Distance Education;
- Working with an advisory board to develop and recommend policies and procedures; and
- Other duties as assigned.

Qualified applicants for this position must have a doctoral degree from an accredited institution. At least three years of experience in continuing education and/or distance education administration as well as admissions or recruitment experience are preferred. Must have demonstrated public relations skills with the ability to work effectively with faculty, students, and a wide variety of administrative offices. Strong oral and written communication, interpersonal and

organizational skills are required. Must be a self-starter and problem-solver. Must have the ability to work independently and as part of an office team. Some travel with evening and weekend work required.

To apply, log in to our online system at: <https://jobs.xula.edu>. Attach a letter of application, resume/curriculum vita, and the names and contact information of three professional references, with the letter of application addressed to: Dr. Marguerite S. Giguette; Associate Vice President, Academic Affairs. MS Word or Adobe PDF attachments only. Incomplete submissions will not be reviewed. Official degree transcripts are required upon hire.

Review of applications will begin March 1, 2016. Applications received before March 15, 2016 will be ensured consideration. Minorities and women are encouraged to apply. EOE/AA.