The Dean of Instructional Support Services is responsible to oversee the essential educational resources and infrastructure to include: catalog publication and maintenance, instructional program inventory, core curriculum inventory, instructional professional development, instructional assessment/strategic planning, lead student services and instructional website content management, program review coordination, student course evaluation, Learning Resource Center, and course schedule auditing.

- Coordinate the development, approval, maintenance, and publication of curricular pathways
- Serve on Curriculum Committee as non-voting member
- Serve on General Education Committee
- Supervise the Learning Resource Center operations and its conversion over time to a Learning Skills Center
- Supervise distance learning activities
- Supervise the instructional technology and instructional related website activities
- Supervise the catalog and program inventory activities
- Prepare budget recommendations and monitor all yearly budget activities
- Perform other duties assigned by the Executive Vice President and President

QUALIFICATIONS
Required:
- Master's degree
- Minimum of three years of relevant experience in higher education
- Computer literate to include word processing, spreadsheet, database, etc.
- Excellent written and verbal communication skills; and leadership skills
- Effectively manage time and priorities in order to meet established deadlines
- Work and communicate effectively with all levels of co-workers and external contacts
- Detail oriented and highly organized
- Ability to manage several departments and work cooperatively with staff and students

Preferred:
- Doctorate
- Community College experience
- Supervisory and teaching experience

SALARY
$73,500-$80,000 annual salary. Salary is commensurate with educational qualifications and experience. Excellent fringe benefits. Review of applications will begin on August 10, 2016.

APPLICATION PROCESS
Interested candidates should send a resume, completed official application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing responsibilities, qualifications and how the candidate meets the desired characteristics. Applications should be sent to: applymc@midland.edu

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer
This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.