

Director, Office for Faculty Affairs/Center for Faculty
Innovation
Alcorn State University

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Posted Nov. 30, 2023, set to expire May 10, 2024

Job Title	Director, Office for Faculty Affairs/Center for Faculty Innovation
Department	Academic Affairs Department
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Nov. 30, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Academic Affairs Administration - General
Job Website	https://jobopps.alcorn.edu/postings/6630
Apply By Email	
Job Description	

Job Summary

The Director, Office for Faculty Affairs/Center for Faculty Innovation will oversee the development of a faculty innovation program which include the identification, implementation, and deployment of workshops, training sessions, and seminars to promote the continued maintenance of instructional and research excellence.

The Director, Office for Faculty Affairs/Center for Faculty Innovation will be responsible for designing and providing training and faculty support on effective use of online collaborative learning strategies and techniques, collaborating with faculty, department chairs, and deans to establish a faculty mentoring program, conducting needs assessment and faculty development evaluations to

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create/revise comprehensive plans of improvement, assisting and working with existing academic units to provide faculty support and training that is aligned with the University strategic plan, designing, developing and effectively disseminate on-demand and online faculty tutorials, and collaborating with Institutional Effectiveness to ensure the development of. comprehensive, university-wide deployment of instructional assessment measures.

Knowledge Skills and Abilities

- Proficient with current instructional technology and online course authoring tools,
- Excellent knowledge of learning theories and instructional design,
- Excellent oral and written interpersonal communication skills,
- Project and process management capabilities that supports operation of multiple projects,
- Evidence of skill in designing and delivering training programs for best practices in pedagogy and,
- Ability to work effectively with culturally diverse populations

Essential Job Functions

- Oversee the development of a faculty innovation program which include the identification,
- implementation, and deployment of workshops, training sessions, and seminars to promote the continued maintenance of instructional and research excellence,
- Design and provide training and faculty support on effective use of online collaborative learning strategies and techniques,
- Collaborate with faculty, department chairs, and deans to establish a faculty mentoring program,
- Conduct needs assessment and faculty development evaluations to create/revise comprehensive plans of improvement,
- Assist and work with existing academic units to provide faculty support and training that is aligned with the University strategic plan,
- Design, develop, and effectively disseminate on-demand and online faculty tutorials and,
- Collaborate with Institutional Effectiveness to ensure the development of comprehensive, university-wide deployment of instructional assessment measures

Qualifications

- Master's Degree in Education (PhD preferred), Instructional Design, Curriculum Design, or related field.
- Minimum of 5 years training/teaching experience

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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