



HUMBOLDT STATE UNIVERSITY



Associate Vice President for Distance and Extended Education

Review: February 10, 2012

(Job #12-02) Associate Vice President, Distance and Extended Education Humboldt State University (HSU) is seeking candidates for the newly created position of Associate Vice President (AVP) for Distance and Extended Education. This position is an Administrator IV in the California State University Management Personnel Plan.

Position Summary: The Office of Extended Education is the self-support enterprise of the University that houses all extended education programs including distance and online. Reporting directly to the Provost, the successful candidate will be an entrepreneurial, visionary leader with expertise in extended education and development of financially viable continuing, distance and online education programs who is able to significantly expand our current operation. This is an opportunity to build a portfolio of innovative programs that integrate cutting-edge distance learning technology with high quality academic offerings. This important position will play a key role in HSU's efforts to expand pedagogical, instructional design and development. The AVP will work with various disciplines throughout campus to advance distance-learning initiatives.

Duties: The AVP is responsible for the educational quality and financial viability of the Extended Education program and must develop an articulate, clear vision for enrollment growth in both online/distance education and traditional classroom-based education programs. Within the goals and mission of HSU and in collaboration with deans and faculty, the candidate will work to identify areas of opportunity to advance learning initiatives. The candidate must facilitate the academic review and approval of online programs and insure program quality.

The successful applicant must have significant administrative experience in higher education with an emphasis on self-support operations. He/she will have demonstrated experience developing and implementing effective recruitment strategies for offerings and be knowledgeable in the creation of strategic partnerships that lead to revenue opportunities. The new AVP also will be adept at promoting course offerings through tactical and comprehensive marketing campaigns.

Experience in growing a fast-paced, cost-recovery model while meeting the educational needs of students is required. The successful candidate will create an environment that supports and encourages faculty to develop effective strategies that increase access to quality education for both online and classroom-based programs.

Requirements of the Position: A Masters Degree and depth of experience in higher education administration with significant experience in online/distance education, including budget management; excellent oral and written communication skills; and the ability to work with diverse groups. A PhD is preferred.

Salary and Benefits: Salary is commensurate with experience.

This is a CSU Management Personnel Plan position. Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional MPP information can be found at the following website: www.calstate.edu/HRAdm/policies/mpp.shtml.

Application Procedure: Applicants must submit a letter of interest, an HSU employment application, resume and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: This position is open until filled. First review of applications will be Friday, February 10, 2012.

(Continued on reverse)

All applicants should be aware that the successful candidate will be fingerprinted, as required by HSU. Due to the sensitive nature of this position, a background check will also be performed.

This position is a “designated position” in the California State University’s Conflict of Interest Code. As such, you will be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Human Resources

Siemens Hall - Room 211

Arcata, CA 95521-8299

(707) 826-3626

Fax: (707) 826-3625

www.humboldt.edu/jobs

Email: careers@humboldt.edu

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3300

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Publication Date: January 11, 2012

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.