



Job Description for the Clemente Course in the Humanities Academic Director 3.8.22

The OACE Clemente Course represents a collaboration between the award-winning [Clemente Course in the Humanities](#), (Clemente) Bard College and [Oakland Adult and Career Education](#) (OACE)

Clemente Course Academic Directors are the public face of Clemente locally and play pivotal roles in the success of Clemente Courses. They are responsible for designing, managing, and administering Clemente Courses, and they must work closely with the host organization, Oakland Adult and Career Education, community partners, faculty, and students to create a safe, respectful and challenging college classroom experience.

The Academic Director will report directly to Michelle Deiro, Principal (OACE) and Lela Hilton, Executive Director, Clemente Course in the Humanities.

DUTIES & RESPONSIBILITIES

- Design, manage, and administer the OACE Clemente Course in the Humanities. This includes, but is not limited to:
 - working collaboratively with all faculty to design curricula, schedule the course and teach at least 11, 2-hour classes in their discipline;
 - ensuring that faculty are performing their roles with professionalism, providing appropriate student support, and supporting OACE's and Clemente's missions;
 - recruiting, supporting and retaining students;
 - coordinating with OACE and other community partners to provide classroom space, food, childcare, transportation, and student support services as needed.
- Attend all OACE Clemente Courses: in general, twice weekly, 2 hours each class, for 28 weeks, coordinating with necessary parties when absent.
- Teach at least one class meeting 11 times, twice weekly, 2 hours per class, in one of the Clemente Course disciplines: US history, literature, philosophy, art history, or critical thinking and writing.
- Maintain close working relationships with OACE and the [Clemente Course in the Humanities, Inc.](#)
- Ensure that all Course syllabi and faculty hires are approved by Clemente and Bard College as part of an annual accreditation process.
- Maintain visibility within the community and with community partners, participating in community meetings, forums, and events as appropriate.
- Support fundraising goals and, as appropriate, help implement fundraising strategies that may include grants, community events and fundraisers.
- Contribute creative vision to the OACE Clemente Course mission and organizational goals.

QUALIFICATIONS

- At minimum, a Master's degree in a humanities-related field plus significant work experience teaching adult, non-traditional, students.
- Demonstrated project management and leadership skills .
- Demonstrated dedication to the humanities, social justice, and education.
- Excellent communication skills, both written and verbal.
- Highly organized, motivated, and able to work independently as well as in a leadership role.
- Creative, collaborative, and flexible
- Comfortable working in community and public settings with diverse groups of people.
- Experience working with underserved groups and the social service organizations that support them.
- Demonstrated ability to work with community members, city/county government, businesses, nonprofits, teachers, and students.
- Basic proficiency in computer software applications (e.g., MS Office Suite, Adobe, Google Apps, etc.), social media platforms, and basic web design. Preferable experience with A/V technology.
- Must be able to work nights and some weekends.
- Must be able to work from home as well as in person on site.
- Must be able to attend the annual Clemente Academic Directors' meeting in mid May, on-line or in person as determined by Covid safety protocols. (Travel and lodging stipends will be provided as needed.)
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Compensation: \$18,000 for an average of 8-10 hours a week. This will be a contract position with the Clemente Course in the Humanities renewed annually.

To apply, please send the following to the Clemente/OACE hiring committee % lcla@clementecourse.org.

- 1) A resume *with contact information for two professional references: one should be from someone who knows your teaching skills (e.g. Dean, Department Chair) and another should be from someone who knows your project management and leadership skills.*
- 2) A cover letter that describes:
 - i) Why you would be a good fit at Clemente/OACE as Academic Director
 - ii) How you have supported improved student achievement for underrepresented students
 - iii) Ways you have participated in a professional learning community
- 3) Two sample assignments in your discipline—one focused on reading and one focused on writing—that are appropriate to our target audience: non-traditional adult learners.

The interview process will include:

- Informational interview with Clemente's Executive Director
- Submission of resume, cover letter, and sample assignments
- Formal interview with the Clemente/OACE Hiring Committee

OACE and Clemente are equal opportunity employers and do not discriminate on the basis of sex, race, color, creed, religion, national origin, sexual orientation (including gender identity), pregnancy, age, marital status, military status, disability, genetic information, or any other characteristic protected by law.

OACE and Clemente maintain a commitment to diversity in all aspects of employment, programming, and executive function.