



Council of Colleges of Arts & Sciences

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*CCAS empowers arts and sciences deans to be  
effective leaders, resourceful managers, and eloquent  
advocates promoting the arts and sciences*

**DIRECTOR OF EDUCATIONAL PROGRAMS**  
**POSITION PROFILE**

Empowering Deans to Lead

# ABOUT



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CCAS represents 600+ deans of arts and/or sciences and 1000+ associate and assistant deans

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## FOUNDED IN 1965

CCAS is the national association for deans of arts & sciences. CCAS fosters excellence in colleges and schools of arts & sciences by connecting deans with each other, providing professional development serving as a forum for discussing issues in higher education.

## OBJECTIVE

CCAS was founded to provide opportunities for deans of arts & sciences to discuss issues of common concern and to advocate for the intellectual stature and the public understanding of the disciplines of the arts & sciences.

## GOVERNANCE

CCAS is governed by a volunteer Board of Directors with members serving three-year terms.

## EXECUTIVE OFFICE

Host institution: Texas A&M University–San Antonio

# EVENTS



## ANNUAL MEETING

The Annual Meeting is held every November, highlights include:

- Nationally prominent speakers on arts and sciences
- Updates on federal legislation of interest to deans
- Concurrent panels with member deans featuring best practices
- Small-group discussions of case studies written by deans
- Focused interactive discussions of critical issues

All events are designed to enhance networking among attendees. CCAS members can take advantage of a reduced early-bird rate.

## PRE/POST CONFERENCE WORKSHOPS

Offered in conjunction with the Annual Meeting, these workshops are designed to save travel costs and time for members. Workshop topics are selected based upon identified member needs for professional development.



The **Seminar for New Deans** enables recently appointed deans to interact closely both with other fledgling deans and with experienced deans in discussions of the fundamentals of college administration.



The **Seminar for Department Chairs** is a forum in which department chairs can explore the art of departmental administration and leadership with their peers.

## SPECIAL TOPIC WORKSHOPS

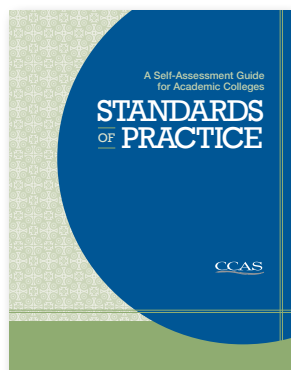
*Recent topics have included:*

- Interdisciplinary
- Development
- Assessing Student Learning
- Budget Models
- Productivity Measures
- Faculty Recruitment & Retention

# ABOUT

## STANDARDS OF PRACTICE FOR COLLEGES OF ARTS & SCIENCES

Unique to CCAS, the *Standards of Practice* is a self-assessment tool that was created to help deans evaluate whether or not their college/school has policies and practices that align with the highest standards of administrative best practices in higher education. Deans can use these standards to evaluate their own institution or to assess an institution from which they are considering a job offer.



CCAS  
CONNECT

### CCAS CONNECT

CCAS maintains two active online discussions to facilitate interaction and networking among its members. Those eligible to subscribe are member deans, associate deans and assistant deans; subscriptions are based upon decanal role. These are unmoderated discussions.



## NATIONAL ADVOCACY FOR THE ARTS & SCIENCES

Advocacy is a central theme to the Annual Meeting; including the presentation of the CCAS Arts & Sciences Advocacy Award, given "in recognition of exemplary advocacy for the arts and sciences, flowing from a deep commitment to the intrinsic worth of liberal arts education." We partner with other organizations, such as:

- American Conference of Academic Deans (ACAD)
- Association of American Colleges & Universities (AAC&U)
- Council of Social Science Associations (COSSA)
- International Conference of Fine Arts Deans (ICFAD)
- National Humanities Alliance (NHA)
- Phi Beta Kappa (PBK)

Together we strengthen collective advocacy efforts and extend programming to a broader academic audience.

# JOB DESCRIPTION

## DIRECTOR OF EDUCATIONAL PROGRAMS

### POSITION OVERVIEW

The DIRECTOR OF EDUCATIONAL PROGRAMS provides leadership for CCAS's educational portfolio, overseeing the design, delivery, and evaluation of the organization's core professional development offerings. Reporting to the Executive Director, this role ensures CCAS programs are intentional, effective, and responsive to the needs of CCAS members and the broader arts and sciences community.

As one of two full-time staff members, the Director plays a central role in shaping engaging learning experiences for deans, associate and assistant deans, and department chairs. Working closely with volunteer facilitators, the Director designs and supports programs that are mission-aligned and grounded in proven practices in adult and leadership learning. The role also serves as a steward of educational quality across the organization, strengthening alignment among seminars, the Annual Meeting, and other professional development initiatives.

This fully remote position requires the ability to work independently within a small, mission-driven organization. Some travel is required.

### PRIMARY AREAS OF RESPONSIBILITY

#### CCAS Seminar Programs Management (45%)

- Oversee the development, implementation, and assessment of CCAS seminar programs, including the Seminar for New Deans and the Seminar for Department Chairs/Heads, offered two to three times per year.
- Lead program design and refinement, including learning outcomes, session sequencing, participant materials, case studies, and facilitator guides.
- Collaborate with seminar facilitators to ensure content is relevant, cohesive, and aligned with proven practices in academic leadership.
- Design and review participant evaluations to inform ongoing improvement and program evolution.
- Build productive working relationships with volunteer facilitators and speakers, providing guidance and support to enhance the quality and consistency of seminar programming.
- Partner with the Executive Director to identify emerging professional development needs and develop new programmatic offerings that expand and evolve CCAS's seminar portfolio in response to member priorities.

# JOB DESCRIPTION CONTINUED

## **Discussions for Deans and Chairs (25%)**

- Oversee and coordinate weekly Zoom-based discussions and webinars for deans, associate/assistant deans, and department chairs throughout the academic year.
- Identify timely topics that reflect emerging issues in academic affairs, arts and sciences leadership, and higher education administration.
- Collaborate with volunteer facilitators and speakers to shape discussion goals, materials, and delivery that support meaningful peer engagement.
- Ensure virtual programming reflects strong learning design and fosters meaningful peer engagement.
- Assess the impact of discussions on member engagement and professional value; and refine offerings to better meet the evolving needs of deans and department chairs.

## **Annual Meeting Educational Programming Support (25%)**

- Support the Executive Director in planning educational programming for the CCAS Annual Meeting held each November.
- Assist with identifying session topics, speakers, facilitators, and moderators aligned with conference themes and priorities.
- Provide guidance on session selection and program flow to support a cohesive educational experience.
- Collaborate on the overall structure of the program to ensure alignment with CCAS's mission and professional development goals.

## **Other Duties as Assigned (5%)**

- Contribute to special projects, initiatives, or emerging educational needs of the association.
- Participate in organizational planning conversations as a key member of the CCAS staff team.
- Contribute to annual education planning by identifying themes, priorities, and opportunities for improvement across CCAS programs.

*Percentages above reflect an annual estimated time allocation and may vary based on organizational priorities.*

# JOB DESCRIPTION CONTINUED

## QUALIFICATIONS

### Required

- Bachelor's degree required.
- Minimum of five years of experience in curriculum development, instructional design, educational program development, or related experience.
- Demonstrated experience designing learning experiences for adult or professional audiences.
- Experience collaborating with faculty members, professional speakers, or subject-matter experts.
- Experience working with volunteers, including facilitating collaboration, providing guidance, and supporting volunteer-led initiatives.
- Strong written and verbal communication skills.
- Ability to manage multiple projects and work independently in a fully remote, small-staff environment.

### Preferred

- Master's degree or PhD in education, instructional design, or a related field.
- Experience working in a professional association or membership-based organization.
- Experience working in higher education, with particular emphasis on academic affairs, faculty leadership, or administrative roles supporting deans, associate deans, or department chairs.
- Familiarity with leadership development programming for academic administrators.
- Experience supporting conference or workshop-based educational programs.
- Experience with program assessment and evaluation, including the use of participant feedback and outcome data to improve educational offerings.

# JOB DESCRIPTION CONTINUED

## **TRAVEL EXPECTATIONS**

- Attend the CCAS Annual Meeting held each November.
- Travel to and support all CCAS seminar offerings, typically two to three per year.
- Participate in an annual in-person staff meeting once per year.
- Attend additional conferences or meetings as necessary to support CCAS educational programming and partnerships.

## **EMPLOYMENT & BENEFITS**

The Director of Educational Programs will be an employee of Texas A&M University–San Antonio, the host institution for CCAS. As TAMU-SA employee, the Director will be eligible for all the benefits outlined by the university here. In addition, the position is eligible for vacation, sick leave, and paid holidays.

CCAS is committed to the professional development of all employees and provides annual professional development funding for staff, including the Director of Educational Programs, subject to Board approval.

Texas A&M-San Antonio is an Equal Opportunity/Veterans/Disability Employer committed to providing equal employment opportunity to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. The position with Texas A&M University–San Antonio is contingent on the continued partnership between the host institution and CCAS.

## **HOW TO APPLY**

CCAS will keep all nominations, applications, and inquiries confidential. All applications must include:

- A letter of interest
- Full resume/curriculum vitae
- Three professional references (who will not be contacted without permission).  
Please include name, telephone number, and email address

Please submit all materials to [jobapps.hrdirectapps.com/applicantform/D8253260150/0](http://jobapps.hrdirectapps.com/applicantform/D8253260150/0)

Review of applications will begin Feb 12, 2025 and the search will remain open until the position is filled. Initial Zoom interviews are expected to be conducted in late February, with possible in-person airport interviews scheduled for early March for finalists. Anticipated start date April 1 or as soon as possible.

See [ccas.net](http://ccas.net) for full details about CCAS including current programs and services.