



Leadership and Advocacy

POSITION TITLE: Director, Military Programs
DEPARTMENT/DIVISION: Center for Lifelong Learning
LEVEL: Director
JOB FAMILY: Program Content

POSITION SUMMARY: Leads in the administration and management of the evaluation of educational experiences in the Armed Forces. Develops and refines policies and operational practices. Represents CLLL and ACE as primary liaison with military service chiefs, program administrators and DoD representatives. Ensures compliance with contractual requirements; provides leadership in fostering institutional acceptance; and provides interpretation of ACE credit recommendations.

ESSENTIAL JOB DUTIES OR TASKS:

- Represents ACE, CLLL, and Military Programs at state, regional, and national meetings. Promotes awareness of ACE, CLLL, and CREDIT Programs to diverse constituent groups.
- Serves as an ACE representative to DoD, military and civilian leaders at the Department level as well as with each of the individual services (e.g., Air Force, Army, Coast Guard, Marine Corps, and Navy), DANTES, and SOC. Works with leaders to determine any necessary contract requirements and to develop new initiatives. Initiates contact with such individuals to resolve any conflicts that arise.
- Establishes and maintains clear lines of communication through effective relationships with representatives of DoD Voluntary Education and training commands.
- Oversees the coordination of the AARTS/SMART Advisory Board and Military Programs Data Committee. Supervises the research of listings from AARTS/SMART transcripts. Reviews, interprets, and analyzes findings, and responds to content conflicts.
- Anticipates and assesses future needs and requirements, and determines long-range program objectives, strategies and actions. Assesses evaluation criteria, processes, and procedures in terms of effectiveness. Implements modifications and initiates refinement.
- Identifies, monitors, and works with external consultants required during system design, development, or implementation. Monitors vendor adherence to schedule and deliverables.
- Supervises the administration, scheduling and assignments for on-site and/or virtual military course and occupation reviews. Oversees the recruitment, selection, and training for consultants, evaluators, and field coordinators.
- Endorses work of outside field coordinators and other staff. Approves results of evaluations; directs and oversees input to database; and provides final approval of evaluation product and report.
- Develops, maintains, and updates strategic plan and policies for effective data management. Coordinates and initiates with ACE ITS staff to develop and maintain an effective information management database. Conducts continual review of database and coordinates site visit needs with DoD participants. Leads the planning, development, and assessment of military service requirements for data requirements.
- Oversees the design, development, modifications, and quality control of Military Programs materials, including the online *Guide to the Evaluation of Educational Experiences in the Armed Services* and program outreach materials. Collaborates on web page design with Marketing and Communications department, determines page content and links, and provides user feedback and editorial changes.
- Influences, informs and advises institutional administrators, military education counselors, and students on the use, application, and interpretation of the GUIDE and ACE credit recommendations. Responds to complex inquiries. Serves as resource to college and university officials, students, military education services officers, and military ACE liaison staff.
- Approves and finalizes course evaluation product. Issues reports to DoD representatives, universities, colleges and general public.
- Supervises the development of instructional materials to encourage and facilitate acceptance of nontraditional educational experiences. Actively involved in assisting with establishment of policies at colleges and universities relating to extra-institutional programs.
- Represents the AVP, Center for Lifelong Learning as needed.

EDUCATION/EXPERIENCE/SPECIALIZED KNOWLEDGE AND COMPETENCY REQUIREMENTS:

Strong interpersonal skills and superb communication skills, oral and written; demonstrated experience in executing unit level strategic planning priorities; and demonstrated proficiency in Microsoft Office and relational database applications. Strong consideration given to candidates with extensive experience and knowledge of transfer credit practices, military transcripts, academic records and transcript policies, assessment and evaluation, curriculum design at the postsecondary level and database management.

- Master's degree required, doctorate degree preferred.
- A minimum of 10 years of experience in related areas.
- Successful leadership experience
- Ability to work with diverse constituencies

WORKING CONDITIONS/PHYSICAL EFFORT: Office Environment, extensive travel, or virtual office environment

ACE is the major coordinating body for all of the nation's higher education institutions, provides leadership and a unifying voice on higher education issues and influences public policy through advocacy, research, and program initiatives. We are conveniently located near the Dupont Circle Metro in downtown DC. We offer a highly competitive salary and a very impressive benefits package, a dynamic working environment with exceptional colleagues.

If you are interested in pursuing this opportunity, please go to ACE's web site www.acenet.edu. (Click on: About ACE; Employment at ACE; Current Job Opportunities; All Posted Jobs or Category of Interest, Click on position of interest – view position. To submit resume and cover letter, please scroll down and select appropriate boxes below. Please submit resume and cover letter as one document.

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