



Mount Tamalpais College
Academic Program Director
January 2021

Full time (1 FTE), salary and benefits
San Rafael, CA
Compensation based on experience

The mission of Mount Tamalpais College is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin State Prison; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression. Mount Tamalpais College is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work the organization was awarded the 2015 National Humanities Medal by President Obama.

Mount Tamalpais College is currently in a period of tremendous growth. After over twenty years of operating a robust higher education extension site degree program at San Quentin, the organization is seeking independent accreditation. This new college will be one of the first of its kind, a world-class college serving solely incarcerated students.

Job Description

Reporting to the Chief Academic Officer, the Academic Program Director is responsible for overseeing curriculum development and faculty recruitment, training and supervision for all faculty working within the Associate of Arts degree program at San Quentin State Prison. This position requires working with faculty and students across multiple disciplines, while engaging with a broad range of stakeholders, including incarcerated students, correctional staff and administrators, and other program staff.

The Academic Program Director will collaborate in an intellectually rigorous, diverse, equitable, inclusive campus community that is committed to civil dialogue and the free exchange of ideas. This position requires strong organizational skills and the ability to manage multiple projects simultaneously. The Academic Program Director works closely with students, collaborates with



staff and faculty, and serves as the primary administrative representative on all matters related to academic affairs.

When Mount Tamalpais College staff resume working on-site, the job will be performed inside San Quentin Prison and at the Mount Tamalpais College offices nearby. Hours include at least two evenings a week and regular weekends.

The Academic Program Director supervises academic staff, including the Learning Specialist, the Math Program Coordinator, the Writing Program Coordinator, and the Program Manager. The Academic Program Director works closely with the Chief Academic Officer, the Chief of Institutional Effectiveness and Research, and the Director of Student Affairs.

Core job duties

- Work closely with the Chief Academic Officer and Student Affairs Director on all aspects of program administration, including semester planning and scheduling
- Supervise and support College Prep English Program Coordinator, Learning Specialist, STEM Program Coordinator, and Program Assistant
- Recruit volunteer instructors for all credit courses in the social sciences and humanities
- Develop and deliver training to all program instructors, TAs, and tutors, in collaboration with other Program staff
- Provide ongoing supervision and support to instructors via advising on course planning curriculum development, and syllabus design individual and teaching team consultations; faculty meetings; and in-class observation
- Develop and oversee systems of academic advising and student support in collaboration with other staff
- Lead academic team on program improvement projects related to course design, curriculum, and student learning support systems
- Participate actively in professional development activities hosted by MTC for external practitioners and other stakeholders
- Design and deliver student advising and support, including planning and conducting workshops for students in collaboration with the other staff
- Recruit and supervise the work of volunteers and other partners on extracurricular activities



- Escort faculty into San Quentin several afternoons and evenings per week, and provide support on-site for faculty and students during those times
- Maintain ongoing communication with San Quentin administrators and staff, regularly and as needed
- Assist with the planning and supervision of site visits

Other job responsibilities

- Collaborate with Executive Team on special projects, on- and off-site events, and fundraising-related activities
- Support program team with the planning and execution of special events inside San Quentin as needed
- Plan annual academic conference, in collaboration with the Chief Academic Officer and the Program Team
- Participate in regular (bimonthly) all-staff meetings, and other organizational meetings
- Participate in weekly Program Team meetings and biweekly Academic Team meetings
- Support Chief of Institutional Effectiveness and Research in assessment cycles for accreditation, including compiling data and continually devising programmatic improvements

Key success factors

- Master's degree required; Ph.D. strongly preferred
- Extensive graduate-level experience in the social sciences and/or humanities
- Extensive teaching experience
- Experience supervising and leading teams, including the ability to give clear and actionable feedback, to support each team member's development, and to support individual goal-setting of supervisees
- Outstanding communication skills (written, verbal, presentation, etc.)
- Ability to manage multiple competing priorities under tight deadlines
- Strong organizational and time management skills; detail-orientation and capacity to multitask
- Analytical thinker, team-builder
- Mastery of computer skills (MS Office Suite with strong emphasis on Excel, Google Docs, Sheets, Groups, and Calendar, Salesforce CRM, etc.)
- On prison escort days, the position is physically active, including spending at least 1/3 of the day walking or standing, a 1/2 mile walk at least twice a day, and lifting up to 15 lbs.



Compensation and Benefits

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

How to apply

Please submit your cover letter and resume to [hiring@mttamcollege.org](mailto: hiring@mttamcollege.org) with “Academic Program Director” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Statement of non-discrimination

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.