

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to the Executive Director for Extended Education (Extended Ed), the Director of the Osher Lifelong Learning Institute (Director) provides strategic management and guidance for the Osher Lifelong Learning Institute (OLLI), with a focus on membership growth, student recruitment, and operational sustainability. The Director plans, schedules, and coordinates logistics and delivery of OLLI courses and programs at Sonoma State University and outreach/satellite campuses and supervises staff and student personnel. The Director works in collaboration with the OLLI Advisory Board and its committees; independently directs program related activities involving staff, faculty and volunteers; solicits and coordinates multidisciplinary curriculum; and engages in outreach, marketing and development efforts.

**Major Duties:** Major duties of the position include, but are not limited to, the following in support of the OLLI:

- Provide overall leadership, direction, coordination, and management of the OLLI program a;
- Plan, oversee and independently direct logistical efforts of OLLI daily operations;
- Work collaboratively with OLLI Advisory Board;
- Solicit, plan, coordinate curriculum in collaboration with the OLLI Curriculum Committee and schedule OLLI courses with assigned faculty for all campuses.
- Develop an annual schedule of OLLI courses;
- Collaborate with Extended Ed management to develop an annual budget that is balanced and self-sustaining;
- In collaboration with the Advancement Office and Extended Ed, oversee and provide leadership for program outreach, marketing and fundraising efforts and campaigns;
- Plan, develop and implement new programming for OLLI including workshops, special courses and events, special speakers/presenters, field trips and travel, and summer programming;
- Identify jobs and administrative duties that can utilize ambassadors-volunteers where appropriate; recruit, train, supervise and acknowledge volunteers;
- Plan and host OLLI open houses/course previews for each site for each term;
- Oversee OLLI website and maintain current, interactive and relevant information;
- Recruit and develop strong working relationships with faculty. Evaluate and utilize student course evaluations and other research methods to ensure ongoing quality of OLLI courses, teaching and delivery;
- Identify supplemental funding sources for OLLI; write grants and proposals to foundations and state and government agencies;
- Plan, coordinate and support OLLI registration with Extended Ed operations staff;
- Serve as the appropriate administrator to OLLI support staff and student personnel, providing daily direction and supervision;
- Manage data retrieval process to generate and report program demographics and statistics; provide reports to Extended Ed, OLLI Advisory Board, and OLLI members as appropriate;
- Oversee and provide input to OLLI newsletters and other OLLI publications;
- Plan and serve as the liaison for all OLLI domestic and international travel programs and planned regional day trips;
- Solicit and support development and ongoing efforts of OLLI clubs and special interest groups;
- Plan and coordinate OLLI Advisory Board meetings in conjunction with Extended Ed management and OLLI Advisory Board.

- Consult, coordinate and collaborate with OLLI coordinators across the Osher OLLI network to develop best practices, new programming, and sharing of ideas;
- Develop, present and submit detailed status reports to Extended Ed, University Leadership, OLLI Board;
- Identify and implement procedures and processes to make the OLLI program more cost efficient and less staff intensive;
- Work with OLLI faculty to optimize time appropriate and effective use of media technology in the classroom. Identify and implement solutions when problems occur. Develop and communicate “best practices” concerning media technology to OLLI faculty.

**Secondary Duties:** Performs other secondary duties as assigned.

**Work Environment:** Duties take place in an office setting however, additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, including some night and weekend hours with overnight stays.

**Minimum Qualifications:** This position requires a minimum of three years of experience in program administration including strategic planning and program development; developing resources, budgets, and marketing plans; and acting as a university liaison in various related settings, including three years of progressively responsible and applicable management and/or supervisory experience. Bachelor's degree in a related field preferably with courses and programs in adult education and curriculum planning, or equivalent combination of education and experience to provide the required knowledge, skills and abilities to perform the duties of the position. Demonstrated experience in program marketing and recruitment is required. General knowledge of the procedures and practices in higher not-for-credit education, and knowledge of the processes required to plan and construct not-for-credit academic programs and courses is preferred. Higher education experience and experience working with multiple-ages, especially populations 50 and older is highly preferred. Experience with fundraising and donor cultivation is also highly preferred. Intermediate proficiency with computers and Microsoft Office (Word, Excel) and Google Suite required. Knowledge of Augustus's Lumens EMS, Slate CRM and PeopleSoft preferred.

The incumbent must demonstrate an ability to determine strategies for program growth and needs for new or revised programs; ability to plan hours and develop course outlines with instructors; ability to locate new instructors for the OLLI program and to assist in understanding and completing contract arrangements; ability to develop budgets and to analyze costs; ability to develop and implement promotional strategies; ability and understanding of program marketing and fundraising; ability to represent the CSU system to the community; ability to manage logistics of providing classes and to analyze cost information and statistics; ability to work in school and with an advisory board with a diverse membership; and an ability to work with and serve individuals of diverse social, economic, ethnic, racial and cultural backgrounds as well as those with disabilities.

The incumbent must demonstrate integrity, initiative, creativity, flexibility and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must demonstrate an ability to independently initiate and manage change and demonstrate leadership, change processes, and facilitation. Must have excellent planning, organization, and logistical skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive



working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.