



FULLTIME FACULTY OPPORTUNITY Non-Tenure Track 2018-19 Academic Year

**Director of Graduate Program in Professional Education
Division of Education
Non-tenure track, 12-month position
Academic contract: August 1, 2018 – June 30, 2019**

The Director of Graduate Program in Professional Education at Notre Dame College serves as the liaison for the graduate students, the graduate faculty, and the administration. The Director of Graduate Education in Professional Education reports to the VP of Academic Affairs and works collaboratively with the Chair of the Division of Professional Education. The Director provides leadership and administration for all aspects of the graduate education program. Additionally, the director is responsible for the recruitment and admission, mentoring, and program reporting.

Leadership

- Research and develop best practices, enhancements, improvements about the program creatively, practically, and holistically.
- Speak for the program on any matter relating to graduate education program.
- Stay informed of issues related to P-20+ initiatives and policy change.
- ODE, ODHE Liaison
- Initiate ideas for program development based on teacher education standards.
- Develop and enforce procedures to maintain quality.
- Remain consistent with department and college objectives.
- Represent the program both within and outside the college.
- Create a supportive environment for graduate students; foster a sense of community among the graduate students in the program.

Recruitment & Admissions

- Ensure that all promotional materials (print and web) are current.
- Work collaboratively with graduate admissions to identify strong candidates.
- Respond to inquiries from prospective applicants.
- Follow-up and nurture prospects via email, telephone, and campus visits.
- Develop and institute a diversity recruitment plan.
- Cultivate an inclusive and diverse graduate student body.

Administration

- Recruit and hire part-time and adjunct faculty.
- Develop, revise, and submit course schedule.
- Work collaboratively with Professional Education Chair on accreditation compliance and reporting.
- Oversee the establishment of the annual curricular structure.
- Enhance the program by monitoring and improving applicant academic quality.
- Monitor time to degree.
- Keep program information – policies and curricular information – current on the website and in a program handbook.
- Provide sufficient oversight to insure that all students are properly supervised at both the coursework level, field experiences, student teacher assignments, and thesis project.
- Manage the graduate budget.

Mentoring

- Provide orientation (both academic and social) for incoming students.
- Provide information regarding field experiences and student teaching arrangements.
- Oversee the program's capstone/thesis process.
- Provide information regarding employment opportunities following graduation.
- Serve as an advocate of graduate students, individually and collectively, within the program, assuring fairness of treatment.

Reporting

Write an annual report for the Office of Academic Affairs with data and comments section on each of the following topics:

- Quality and profile of students admitted that year.
- Current status of all students in the program.
 - Completion/Graduation
 - Plans for program development
- Resource needs.
- Recommendations.

QUALIFICATIONS

Qualified candidates should hold a terminal degree in an education field, including but not limited to Curriculum & Instruction, Educational Leadership, Education Administration, or a similar field. Prior experience in a leadership role in a P-20 school is desired.

APPLICATION PROCESS: Interested parties should submit an application including a cover letter, curriculum vitae or resume, and philosophy of teaching statement to careers@ndc.edu. Candidates should have 3 letters of recommendation available should they be invited for an interview.