



# COLLEGE OF SAINT MARY

*Bloom*

College of Saint Mary in Omaha, NE seeks candidates for the position of Program Director of the Doctor of Education Program and Assistant or Associate Professor of Education position to begin spring or fall 2015. The successful candidate will be responsible for teaching 15 credit hours per academic year in a variety of doctoral level courses.

Additional duties of the faculty member include student advising and performing responsibilities as assigned by the Chairperson of the Division and the Vice President for Academic Affairs.

Experience in on-line teaching and program/course development are strongly preferred. Candidates must possess a Ph.D. or equivalent terminal degree in education, health professions or a related field.

To apply, send a letter of application, statement of teaching philosophy, official transcripts, curriculum vitae, and the names and contact information for three professional references to: Office of Academic Affairs, EdD Search, College of Saint Mary, 7000 Mercy Road, Omaha, NE 68106. Review of applications will begin October 1, 2014 and continue until the position is filled.

*College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*

## **JOB DESCRIPTION**

*Position Title:* Director, Doctor in Education (Ed.D.) Program

*General Statement of Duties:* In addition to teaching in ones area/s of expertise, the Director has overall supervisory responsibilities for the doctoral program. Among those, the following are most important:

- Teach online and hybrid courses in the Ed. D program
- monitor recruitment, admission, advising, and academic progression of students under policies and processes approved by the Graduate Council and the Vice President for Academic Affairs;
- conduct annual assessments of the academic programs of this unit and ensure that the quality of student performance is consistent with the expected levels of graduate education with emphasis on rigorous research and generating new knowledge;
- submit an annual budget for the program to the Chair of the Division of Professional Studies and manage the budget for the program as it is approved;
- Assign and mentor advisees; and maintain current and complete records of student progress through completion;
- Participate in the recruitment and orientation of new faculty ,assist them in the fulfillment of their duties and offer opportunities for professional development appropriate to graduate education;

*Supervision Received:* The Director reports to the Chair of the Division of Professional Studies

*Supervision Exercised:* The Director supervises support staff in the unit and assists the Chair of the Division of Health Care Professions in evaluating faculty who teach in the program.

*Examples of Duties:* In consultation with the faculty of the program, select courses to be taught, identify faculty appropriately credentialed, participate in the recruitment of students, provide timely and complete reports on the status and progress of the program to the Graduate Council, complete annual assessments of the quality of the instruction and the progress of the students through the program, comply with all standard operating procedures, deadlines, submissions, reports, etc., as practiced in Academic Affairs at the College and as directed by the Office of Academic Affairs; perform annual evaluations n for staff members as required; manage budgets in a responsible manner; ensure that the quality of the library holdings and resources such as inter-library loan are sufficient to sustain the quality of doctoral education; work with the Development Office of the College to identify and pursue funding opportunities in support of doctoral education at the College; above all, to ensure that the quality of the work performed by the students in pursuance of the doctorate conforms to the levels of quality expected at the doctoral level in higher education. Comply with all academic procedures and processes as required by the Faculty Handbook such as scheduling of classes, submission of grades, creation or revision of new courses, and the like.

### *Requirements*

- An earned doctorate from a regionally accredited institution, approved by CHEA under the auspices of the US Department of Education.
- *Additional Desired Qualifications:*
- Experience in leadership/management
- Experience and expertise in designing and delivering an on-line graduate program
- Research and scholarly publications
- Experience in graduate education that includes classroom (and if appropriate, clinical/practicum) teaching experience
- Experience working with accreditation agencies, both regional and specialized;
- Experience in educational administration and curriculum development;
- Membership in appropriate professional organizations and active participation in professional and community activities.

*Occupational Group:* Faculty (12 month appointment) with administrative responsibilities.

*FLSA:* Exempt.