EMPLOYMENT OPPORTUNITY

Open until filled

Date: January 22, 2014 **Anticipated Start Date: March 1, 2014**

Job Title: Degree Completion Program Director

Reports To: College Academic Dean

Job Description: To provide development and leadership for the Degree Completion Program, managing all program aspects in cooperation with appropriate division chairperson and administrative directors.

Principal Responsibilities:

Development Responsibilities
Objective: Develop and implement all aspects of DCP

- Develop and implement goals and plans for meeting them, which support the goals of the program and the College.
- Develop a faculty and staff handbook and student handbook for the DCP.
- Develop and supervise Credit by Demonstrated Competency process, including presentation preparation, delivery, and creation of a tracking CDC database.
- Coordinate all marketing and advertising for DCP with Director of marketing.
- As needed, develop and serve as Chair of the DCP Faculty-Staff Advisory Committee, calling meetings on a quarterly basis, or as needed, to review CDC matters.
- As needed, develop and serve as Chair of the DCP Faculty-Staff Advisory Committee, calling meetings as necessary to evaluate admissions requests of marginal students.
- Develop and manage the program budget, including expected revenue and line item expenditures.
- Develop a monthly report for the Academic Dean outlining budget status and program profile.
- Develop and/or ascertain appropriate assessment tools in conjunction with accrediting standards.
- Develop and schedule faculty training for CDC evaluators and MU faculty recruited to teach in the program.

Supervision Responsibilities
Objective: To provide direct supervision to DCP staff and guidance to resource staff in other departments.

- Supervise program staff. Supervise program faculty in cooperation with the directors or division chairpersons within whose staff these persons are assigned. Provide training and support for all personnel.
- Coordinate the evaluation of the curriculum and instruction, ensuring quality control for each.
- Coordinate the process outlined for assessing prior learning, through the Academic Advisor assigned to conduct the process, to assure quality.
- Coordinate recruitment and the admission of students, issuing letters of admission into the program.
- Coordinate ordering of required textbooks and preparation of student handout material, and inventory for curriculum and textbooks.
- Coordinate CLEP testing site by serving as Master Site Administrator.

Recruitment Responsibilities
Objective: To recruit and retain prospective students via coaching through promotion, admission, and cohort creation/retention processes.

- Coach and recruit faculty and administration for DCP and the Credit by Demonstrated Competency process in cooperation with the appropriate division chairpersons with final approval of appointment by the Academic Dean.
- Conduct interviews with prospective students in the role of coach/advisor to provide them with an estimate of credits that might be earned in the program through traditional and non-traditional CDC. Provide academic plan to initiate process.
- Coach and recruit students through Director specific calls and specific cohort development recruiting. Conduct information sessions with specific attention to transcript analysis and fit for program.
- Speak at and attend off campus events with recruiting and program support intended. Promotion and visibility includes events such as: local pastor's conferences, hosted breakfasts, Christian Chamber Northwest and Community Higher Education Consortium events; and national Christian Adult Higher Education Association and Council for Adult Experiential Learning conferences and leadership events.

Student and Classroom Responsibilities
Objective: To coordinate program development and maintenance, providing for student services through all departments, using life coaching for recruiting and retention.

- Schedule all groups planned for the year, arrange suitable classroom space, site locations, and publishing of the schedule to include Bridge, Information Sessions, CDC workshops and DCP cohorts.
- Work with the Librarian to arrange resource materials for use in student's independent research and schedule library orientation presentations.
- Work with the Registrar to assure DCP tracking and transcripting of grades through standard student processes according to accreditation standards.
- Coach and advise students as needed and provide referrals for remedial education; monitor student attendance and academic progress, making adjustments as required including Leave of Absence, course extension, and appeal approvals, and make arrangements for graduation.
- Perform coaching debriefs for cohorts for retention purposes.
- Teach at least one modular course per year.

Additional Responsibilities
Objective: To perform additional responsibilities as needed.

- Acquire proficient level of use of internal computer systems: Power Campus, IQ Web, Share Point, Excel, Power Point, Word to produce documents, reports and data.
- Work in coordination with Academic Dean Administrative Assistant, Faculty Administrative Assistant, Human Resource Personnel, Business Office to facilitate adjunct faculty adjustment to MU, as well as other offices to process DCP functions.
- Respond positively to supervision of the Academic Dean, represent the Multnomah Degree Completion Program and College to campus, business, church and community groups, and serve in other areas as requested by the Academic Dean or President.
- Assist other program staff with duties and responsibilities as needed, and perform functions for the program that may involve local travel and work outside of office hours from time to time.
- Supervise Student Ministry requirement administration.
- Supervise Multnomah Connect system delivery for DCP.
- Give input to feasibility of MU DCP functionality at potential distant sites.

Job-specific Requirements:

- Master's Degree required, earned Doctorate desired. Academic degrees in educational administration, organizational management, human resources management or related fields desired.
- Experience in teaching and coaching adult learners.

- Background in organizational management, communication, continuing education and administration for adult learner programs required.
- Skills appropriate for program promotion and high affinity for people.
- Evidence of “goal-oriented” performance required.
- Excellent written and verbal communication skills.
- Demonstrated excellence in providing impeccable customer service.
- Thorough understanding of all programs Multnomah offers.
- Knowledge of educational institutions in the Portland area.

General Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian college and seminary, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- The employee will have received Jesus Christ as his/her personal Savior. John. 1:12
- The employee will be in basic agreement with the institution’s doctrinal statement.
- The employee will believe that the Bible is God’s Word and standard for faith and daily living. 2 Tim. 3:16-17
- The employee will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God’s biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- The employee will be a regular participant in a local, evangelical church.

Full Time (40 hours) with Medical and Dental benefit options
starting the first day of the month following the first 30 days of employment.

To Apply: Application must be made to the DIRECTOR OF HUMAN RESOURCES. For full consideration complete an employment application (available online at www.multnomah.edu) and attach to a cover letter and resume. Please include the name, title and phone number of three references. Applicant must be willing to sign Multnomah's doctrinal and value statements. An interview may be arranged after your file is complete.

After submitting your application if you have questions regarding this position please contact Rex Koivisto at rexk@multnomah.edu.