

Associate Director, MFA in Writing & Publishing



Employment Status: Full time, salary

Posting Date: 05/2018

JOB SUMMARY

Reports To: Director, MFA in Writing & Publishing

The MFA in Writing & Publishing Associate Director has responsibility for the day-to-day oversight and functions of the Program. Duties include, but are not limited to: supervising program staff and program office; developing and managing program budgets; managing daily activities and program communications; coordinating with VCFA offices on program records, information and services.

PRINCIPAL DUTIES & RESPONSIBILITIES

Supervise program staff and program office

- Direct office staff operations
- Conduct training and evaluation of program staff
- Recommend hiring, renewal, and termination of staff

Develop and manage program budgets

- Work with the Academic Dean and CFO to develop annual budget
- Manage program budget

Manages daily program activities and communications

- Organize and conduct student orientation sessions
- Maintain regular contact with students and faculty for dissemination of information and program requirements
- Monitor semester progress of students and faculty and refers issues to Director as appropriate
- Coordinate schedules and arrangements for faculty and visiting writers

Oversee student admissions, enrollment, and retention efforts

- Determine enrollment projections and program growth goals in collaboration with Director and College administration
- Communicate with prospective students in recruitment from inquiry through matriculation
- Manage tuition discounting strategies and budgets, in collaboration with Director and College administration

Coordinates with VCFA offices on program records, information and services

- Review all applications to assure that candidates meet minimum requirements for admission review
- Maintain semester calendar and student records and databases; serve as liaison to College offices
- Coordinate space needs and student services with all VCFA offices
- Initiate contracts for faculty and visiting writer
- Provide College offices with forms and information regarding faculty and visiting writers

ADDITIONAL DUTIES

Participates in College committees, alumni relations activities, and College events as needed.

This description is not intended to be all-inclusive. The Associate Director will perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

TO APPLY:

Please visit vcfa.edu/careers for application details.