

Director, MFA in Writing & Publishing



Employment Status: Full time, salary

Posting Date: 05/2018

JOB SUMMARY

Reports To: Academic Dean

The Director has primary academic and administrative responsibility for the MFA in Writing & Publishing program. Duties include, but are not limited to: teaching in the program; managing the strategic direction, organization, and operations of the program; maintaining a highly visible national and international profile for the program; overseeing student admission, enrollment, and retention efforts; directing faculty hiring, continuance, and termination processes; supervising the Associate Program Director.

PRINCIPAL DUTIES & RESPONSIBILITIES

Teach in the program

- Teach a 1-1 course load for the 2018-19 academic year

Develop and manage program budgets

- Design and direct academic calendar, plan classes and schedules
- Manage resolution of academic and non-academic program issues
- Participate in College committees and meetings
- Represent program to prospective students, outside organizations, and the public
- Manage program policy changes and program design changes
- Interpret policy for students, faculty, and staff

Maintain a highly visible national and international profile for the program

- Serve as program representative at appropriate internal and external functions
- Work with Marketing and Admissions offices and program faculty on promotional and recruitment strategies
- Work with Marketing and others to develop messaging and placement strategies
- Build partnerships with external organizations, as appropriate

Oversee student admissions, enrollment, and retention efforts

- Determine enrollment projections and program growth goals in collaboration with College administration
- Take responsibility for meeting enrollment goals
- Chair program Admissions Committee
- Communicate with accepted students
- Provide ongoing, local academic continuity for students
- Certify degree completion requirements

Direct faculty hiring, continuance, and termination processes

- Identify and recruit faculty and visiting writers
- Provide faculty orientation and updates
- Develop and manage faculty evaluation process

Supervise Associate Program Director

- Conduct training and evaluation of Associate Program Director and recommend hiring, renewal, and termination

This description is not intended to be all-inclusive. The 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.