

Program Director, MFA in Writing



Employment Status: Full time, salary

Posting Date: 08/2018

JOB SUMMARY

Reports To: Academic Dean

The Program Director is a managerial, administrative position reporting to the Academic Dean. The Program Director provides administrative leadership for the program, working closely with the Faculty Chair, who provides academic leadership through a system of faculty governance. The Program Director role is characterized by administrative experience, an entrepreneurial temperament, attention to detail, demonstrated budget management experience, and excellent writing and interpersonal communication skills.

PRINCIPAL DUTIES & RESPONSIBILITIES

Manage the strategic direction, organization, and operations of program

- Work in collaboration with faculty and administration on program direction and new initiatives
- Work with Faculty Chair, faculty committees and College staff to initiate, plan and implement program policy and design changes and program materials
- Plan events and design schedules for residencies, working closely with Faculty Chair
- Direct day-to-day residency operations and resolve residency issues as appropriate
- Work with Faculty Chair and Faculty Advisory Committee to hire residency guest writers
- Develop and direct residency orientations for students and faculty
- Plan, organize, and oversee two annual overseas residencies, including budgets and staffing for each
- Collaborate with Chair to run faculty meetings
- Coordinate with Director of Development and Director of Alumni, Diversity, and Inclusion on alumni relations for the program
- Participate on College committees and in meetings as program representative
- Represent program to prospective students, outside organizations, at recruiting events and conferences, and to the public

Oversee and direct the student admission and enrollment process

- Determine enrollment projections and program growth goals in collaboration with College administration
- 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
- Work closely with College administration to develop and implement tuition discounting strategies
- Work closely with Admissions and faculty to meet or exceed enrollment goals, while ensuring appropriate standards to maintain program excellence
- Determine admissions review strategies and acceptance numbers through careful monitoring of enrolled students and alignment with program growth goals in collaboration with Faculty Chair and administration
- Manage rolling admissions review process to ensure thorough and timely action
- Actively communicate with accepted students in the conversion process from accepted to matriculated

Oversee student retention and progress through the program

- Address student retention and satisfaction through individual advising and problem solving
- Certify degree completion requirements

Collaborate with the faculty in the faculty hiring, retention, and termination process

- Coordinate with Faculty Chair and Faculty Advisory Committee to monitor faculty semester and residency evaluations and make recommendations on hiring, retention, and termination of faculty
- Counsel new faculty on job duties; provide new faculty with orientation; provide all faculty with updates on program policy
- Initiate faculty semester contracts for approval by Academic Dean
- Schedule and supervise 4-year Core Faculty Reviews

Supervise program staff and program office

- Direct program staff operations; ensure the smooth running of a complex program
- Participate in hiring and conduct training of new program staff; evaluate staff performance, recommending retention or termination

Design and manage program budget

- Work with the Academic Dean and CFO to develop annual program budget
- Manage program budget, including tuition discounting budget

This description is not intended to be all-inclusive; as required, the employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management.

TO APPLY:

Please visit vcfa.edu/careers for application details.