

Professional Opportunity

WALDEN UNIVERSITY

A higher degree. A higher purpose.

The College of Management and Technology Academic Program Director

General Summary

Walden University seeks a dynamic and forward thinking Academic Program Director to join its leadership team and oversee the operations of its B.S. in Information Technology and B.S. in Computer Information Systems programs. The Academic Program Director is a full-time administrator who reports to the Associate Dean of the School of Information Systems and Technology, within the College of Management and Technology, and manages the design, instructional delivery, and strategic direction of these online programs. This position requires a strong commitment to delivering a high-quality student experience; the ability to work productively and collaboratively in a distributed, virtual environment; and an interest in advancing the state of the art in online education. This is a virtual staff position, allowing the successful candidate to work from any location in the United States, with periodic travel to faculty meetings and other events.

Essential Duties and Responsibilities

The Program Director is a full-time academic administrator who reports to the Associate Dean, supervises full-time and part-time faculty, works closely with the College's administrative staff, and collaborates with the University's program development, academic advising, and other teams. The Program Director:

- Oversees, evaluates, and maintains the quality and integrity of the programs' curriculum.
- Participates in ongoing course development, assessment, and continuous improvement activities.
- Supervises the programs' full and part-time faculty, including recruitment, orientation, development, mentoring, and evaluation.
- Assigns and manages faculty teaching responsibilities, including scheduling courses and identifying faculty members to serve as lead and section faculty.
- Develops and maintains a sense of community among faculty and students.
- Identifies opportunities and supports initiatives designed to improve rates of student progress and success in the programs.
- Leads efforts to earn and maintain specialized accreditations and endorsements for the programs.
- Reviews and provides input to partnership and articulation proposals.
- Helps mediate and resolve student and faculty petitions and issues.
- Serves on School and University committees.
- Collaborates effectively with other service units of the university in fulfilling these responsibilities.
- May teach some courses on a limited basis.

Education and/or Experience

The candidate must hold an earned doctorate from an accredited institution in Information Systems, Information Technology, or a closely related field. He/she must demonstrate ongoing involvement in and knowledge of current trends in the field through research, consulting, or other means. He/she must show evidence of effective academic leadership and management and have three to five years of teaching experience at the undergraduate degree level. The candidate must have experience teaching in an online environment. He/she must show a commitment to the recruitment and development of a diverse faculty, and experience in supervising and evaluating faculty members. Experience working with ABET (Accreditation Board for Engineering and Technology) or similar accreditation requirements and processes is preferred.

Application Procedure

Please apply directly at www.waldenu.edu/careers.