

Role Profile: Director of Academic Engagement

Role Details:

Job Title:	Director of Academic Engagement	School/Dept:	GCNYC
Reporting to:	Vice President & Provost		
Contract:	Full-Time		
Salary:	\$80,000-\$90,000		

Job Description

Main purpose of the role:
Reporting to the Vice President & Provost, the Director of Academic Engagement leads all efforts to support student engagement and success and provides support for faculty development. The DAE monitors student progress, and manages inductions, registration, and the thesis process. The DAE troubleshoots and resolves student academic issues, coordinating with faculty, thesis advisors, and relevant staff. Further, the DAE manages the academic advising process, supports the Student Association, develops and executes international student programming, and supports the Faculty Chair with respect to faculty development.
Accountabilities/Responsibilities of the role:
<ol style="list-style-type: none"> 1. Student Success: Monitors student progress through interaction with faculty and students, the midterm assessment, and end of term grades; communicates with faculty about incomplete grades; troubleshoots and resolves student academic issues; reviews academic progress and academic probation with VP & Provost; mentors students on probation; liaises with financial aid coordinator and the Dean of Enrollment on communication strategy for financial aid and accounts payable; advises students regarding tuition payments. 2. Student Engagement: Designs, organizes, and runs community-building programming for students (virtual and on-campus); designs and implements support and engagement programming for international students; orchestrates inductions and commencements; manages student registration with the Registrar. 3. Calendars and schedules: As a member of the academic team, assists in the design and development of academic calendars and academic schedules; ensures that contact hours fulfill credit hour compliance. 4. Academic Advising: Develops and maintains the Academic Advising Handbook; orchestrates academic advising; serves as the main resource to students for academic advising. 5. Thesis: Manages the thesis process; assigns thesis advisors and readers; monitors advisor interactions with thesis writers; schedules and oversees Thesis Townhalls; promotes thesis partnerships to students and guides them to “connectors” to secure a partnership; maintains Thesis Handbook, including explanation of thesis partnership; manages thesis grade submissions; chairs the IRB Committee; serves as a resource for students and thesis advisors.

<p>6. Faculty coordination: Communicates with faculty regarding credit-hour requirements and other trimester policies; organizes class observations; works with the VP & Provost to run monthly faculty meetings and to assign trimester classes to faculty.</p> <p>7. Library Services: Liaises with GCU Library to offer workshops and ensure that the Library resources meet the needs of the students.</p> <p>8. Committees and organizations: Supports the Student Association; member of the Academic Board. As appropriate and directed by the VP & Provost, serves on ad hoc and standing committees and boards.</p> <p>9. Other duties as assigned by Provost.</p>

Person Specification

<p style="text-align: center;"><u>Expected Criteria</u></p> <p style="text-align: center;">Input expected criteria under the following headings and denote whether it is E- Essential or D – Desirable</p>	<p style="text-align: center;"><u>Assessment Method</u></p> <p style="text-align: center;">Please identify which method of assessment will be most appropriate measure of criteria for the role.</p>
<p>Education & Professional Qualifications</p>	
<ul style="list-style-type: none"> • Master’s Degree (E) • Ph.D. (D) 	<p>Application; transcripts</p>
<p>Skills, Knowledge & Experience</p>	<p>Assessment Method</p>
<ul style="list-style-type: none"> • Excellent oral, written and listening skills (E) • Strong organizational and interpersonal skills (E) • Experience in working with a diverse population of students in an educational setting (E) • Experience working in an instructional capacity or student support capacity in an educational setting (E) • Experience mentoring adult graduate students in an educational setting (D) • Experience in working with international students (E) • Demonstrated ability to develop and maintain productive and constructive working relationships with a diverse range of stakeholders across campus and in community (E) • Demonstrated ability to work effectively as member of a team (E) • Experience supervising master’s level theses/dissertations (D) • Proficiency with standard productivity software (e.g, MS Office including Word, Excel, Powerpoint, and Sharepoint) (E) • Proficiency with Learning Management Systems (D) 	<p>Application form, Interview and evidence of teaching and mentoring experience; references</p>

GCU/GCNYC Values & Behaviours	Assessment Method
<ul style="list-style-type: none">• Demonstrates behaviours which are consistent with the GCU/GCNYC Values (Integrity, Responsibility, Creativity & Confidence)	Application Form & Interview