

Job Postings

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Faculty Consultant for Experiential Learning University of Tennessee Knoxville, Tennessee

Posted 4/2/2020

Teaching and Learning Innovation (TLI) at the University of Tennessee, Knoxville (UTK) seeks qualified applicants for a position that will serve as the foundational faculty development expert regarding experiential learning and service-learning initiatives for TLI. The person selected for this position will support instructors in all aspects of the development, implementation, and evaluation of quality experiential learning and service-learning courses. They will also promote and help to build meaningful community-campus partnerships as an important part of the Volunteer Experience at the University of Tennessee. Under the leadership and guidance of the Assistant Director for Experiential Learning, the Faculty Consultant for Experiential Learning will lead programming and events, develop online and printed resources, and create other educational opportunities focused on supporting the growth of TLI's experiential learning and service-learning initiatives. The person in this position will work with faculty members, instructors, graduate teaching assistants and associates, staff members, and administrators to continually enhance and expand the use of experiential learning and service-learning on our campus. Additionally, this individual will also help TLI build a network of faculty and instructors from across the campus who teach using these pedagogies effectively.

Expected pay range is \$53,000 to 55,000, dependent upon experience and earned level of education. For full consideration, applicants are asked to submit a current resume or CV, as well as a cover letter, by **Monday, May 11, 2020**.

Primary Duties & Responsibilities of this Position include:

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- Serve as the foundational faculty development professional regarding experiential learning and service-learning initiatives for Teaching & Learning Innovation (TLI) and proactively promote each of these initiatives in new and innovative ways both on our campus, and externally in the local and regional community, as needed.
- Develop, oversee, and manage programs and events related to experiential learning and service-learning on behalf of TLI.
- Create, help to market, and lead workshops and events, that showcase experiential learning and service-learning strategies and techniques, as well as provide information to campus constituents that support the growth and sustainable practices of experiential learning and service-learning both in and outside of the classroom.
- Respond to individual consultation requests from faculty members, staff that teach, graduate student teaching assistants and associates, academic departments, and colleges upon request, regarding best practices in experiential learning and service-learning.
- Assist with small group meetings and requests related to the use of experiential learning and service-learning on our campus.
- Build and support a network of faculty from across the university who teach using experiential learning and service-learning in their courses.
- Develop new resources, as well as update current ones where appropriate and applicable, to distribute to campus faculty and instructors, graduate students, and staff, to support them in understanding, implementing, and teaching effectively using experiential learning and service-learning in their classes and/or co-curricular educational opportunities.
- Identify and collaborate with future TLI Faculty Innovators, as well as other campus units, offices, and academic departments to provide resources, as needed, to the university on the effective use of experiential learning and service-learning.
- Promote meaningful community and campus partnerships related to experiential learning and service-learning.
- Provide guidance to faculty related to current campus requirements for safety and support with campus offices and units, such as but not limited to, the UT System Office of Risk Management, the Jones Center for Leadership & Service, and the Office of Community Engagement and Outreach.
- Assist the Assistant Director for Experiential Learning with organizing regular meetings of the Service-Learning S-designation subcommittee of the Undergraduate Council, as well as the High Impact Practices Advisory Group for the campus, with an eye towards strengthening both experiential learning and service-learning at the university.
- Support the work of other curriculum-based groups and committees on our campus where TLI is represented, upon request.

Qualifications

Required Qualifications:

- Earned master's degree with a minimum of 2 years' experience working with, teaching, and supporting different types of experiential learning, and/or service-learning opportunities, within

either a curricular or co-curricular context for a college or university campus.

- Strong knowledge and awareness of best practices with experiential learning and service-learning within a higher education environment.
- Demonstrated ability to collaborate, build, and foster strong relationships with relevant stakeholders (faculty, staff, alumni, external partners, and university administration).
- Proven capacity to support faculty with strategies for effectively assessing their experiential learning course or other related active learning educational opportunity.
- Knows best practices and has experience with implementing safe experiential learning and/or service-learning courses and co-curricular experiences.
- Proficiency in Microsoft Office (Office 365, Powerpoint, Outlook, Word, Excel), and accessibility standards for visual communications.

Preferred Qualifications:

- The successful candidate will meet all required qualifications, as well as the following qualifications listed below:
- Earned doctorate degree with a minimum of 3 years' experience working with, teaching, and supporting different types of experiential learning and service-learning opportunities within a curricular and co-curricular context at a large public university.
- Demonstrated ability to manage multiple projects during set periods of time, including working effectively and respectfully with groups of people with diverse backgrounds to reach and surpass stated goals.
- Evidence of strategic thinking, as well as evidence of impact(s) made and flexibility exercised when needed to make progress on identified projects and long-term goals.
- Excellent organizational, inter-personal, and communication skills, both oral and written, as well as demonstrated ability to multi-task with time-sensitive matters.
- Proficiency working in LMS, preferably Canvas, and experience using Adobe Design Suite.
- Proven record of handling private, confidential, and culturally-sensitive matters with discretion.

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The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to, and will not be discriminated against on the basis of, race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

**Dean, Career Development Office
Kenyon College
Gambier, Ohio****Posted 3/9/2020**

Kenyon College, one of the finest liberal arts institutions in the country and the oldest private institution of higher education in Ohio, invites inquiries, nominations, and applications for the position of dean of the Career Development Office (CDO).

Founded in 1824, Kenyon College offers a curriculum rooted in the traditional liberal arts and sciences, enriched by interdisciplinary programs. The College attracts an outstanding student body of 1,730 from 48 states throughout the U.S. and 49 other nations around the world. The small, residential, hilltop campus in Gambier, Ohio, engenders close interaction between students and Kenyon's highly acclaimed faculty and staff. Some of the many distinctive assets of a Kenyon education include a distinguished literary tradition, a breadth of community partnerships providing internship, pre-professional, and volunteer service experiences, engaged alumni, and many opportunities for research in the sciences.

The Position:

The dean of the Career Development Office (CDO) will join Kenyon College at an exciting time: construction of a new home for the department—part of an interdisciplinary hub providing library, academic support, and student services—is nearing its 2021 completion date. Reporting directly to the provost, the dean is a highly visible, engaged leader who advances Kenyon's support for the post graduate success of its students. The dean provides visionary, strategic leadership, supporting and institutionalizing a broad spectrum of career preparation and success initiatives for current students and alumni, including: educational and skill-development programs; networking, internship, experiential, and employment opportunities; individual career coaching; and pre-professional and graduate-school advising. As the CDO's chief ambassador, the dean actively cultivates relationships and expands networks with faculty, staff, alumni, parents, community partners, and employers throughout the region and in key destination cities in order to support the CDO mission and enhance innovative programs, experiential experiences, and employment opportunities. Additional responsibilities include: enhancing student engagement with the CDO, beginning in their first year; designing and implementing a comprehensive four-year model of student career readiness and engagement; facilitating continuous improvement and ensuring that the CDO remains responsive to diverse student interests and evolving market trends; increasing internship opportunities and resources to

support students' career preparation and professional aspirations; optimizing available technology (Handshake, Wisr, e- newsletter, and social media) for communication and delivery of services and resources; and implementing effective data collection, analysis, and reporting systems that demonstrate outcomes and inform strategic resource allocation and direction. The dean works collaboratively with the Advancement Division in managing and stewarding alumni relationships that support the Kenyon Career Network. The dean is a hands-on leader, actively engaged in the strategic and tactical operations of the department while supervising and leveraging the talents of eight staff and managing a budget of approximately \$940,000.

Qualifications:

A track record of progressive responsibility demonstrating a broad understanding of career development and expectations of today's students and employers including familiarity with current job search strategies, job market trends, and recruitment methodologies is expected. A master's degree or comparable combination of academic preparation and demonstrated experience are required. Also important will be experience working creatively and effectively with students, faculty, staff, alumni, and employers; commitment to customer service; strong public-speaking, writing, marketing, and public-relations skills; excellent organizational skills, with an attention to detail and the ability to multi-task; and prior management experience utilizing a team approach.

Application and Nomination: Review of applications will begin April 6, 2020, and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanjohnson.com/open-positions. Nominations for this position may be emailed to Valerie B. Szymkowicz at vbs@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the Kenyon College website at www.kenyon.edu

An Equal Opportunity Employer, Kenyon is committed to building a diverse faculty, staff and administration.

Adventure Coordinator

**Waban's TREE Center
Sanford, Maine**

Posted 2/18/2020

The Adventure Program is an innovative, state-of-the-art, evidence-based day program that integrates Therapeutic Recreation in outdoor activities such as skiing, rock climbing, and hiking. The program is based at Waban's TREE center on the shores of Bauneg Beg Lake in Sanford, Maine. TREE utilizes the waterfront, campgrounds, nearly 3 miles of hiking trails, and a 45-foot wheelchair-accessible Climbing Tower. The Adventure Coordinator is responsible for the development, marketing and delivery of meaningful experiences and a curriculum driven program that serves to develop the safety, leadership, mentoring and physical skills of individuals with autism and intellectual disabilities.

The focus is on meeting the needs and goals of the individuals served while supporting them in building community relationships and reducing their reliance on paid staff.

The Adventure Program offers skill building through experience and action with cooperative games, trust activities, problem-solving initiatives, adventure, outdoor pursuits, local expeditions, and other activities as needed and are developed with a green focus. Position description: The Adventure Coordinator will assist the Life Works Director of Operations with the day-to-day functions of the program, including:

- Program coordination, supervision, scheduling and management of member services

- Ensuring quality of member services and compliance with MaineCare regulations

- Providing supervision, guidance, training, mentorship, and instruction to a group of staff members within the Adventure Program.

- Working collaboratively with Life Works leadership, case managers, and guardians to promote consumer satisfaction of services.

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Qualifications:

- Bachelors Degree in a related field. (Degree in Recreation Therapy, Adventure Therapy, Education, Outdoor Education or Outdoor Leadership with a minor in Psychology preferred.)

- At least 2 years' experience working with individuals with barriers including individuals living with a disability.

- Must have excellent interpersonal skills, patience, and possess a strong desire to work professionally with individuals with disabilities in a curriculum driven adventure environment.

- Strong supervisory skills, program development and management experience.

- Strong organizational and interpersonal skills.

- Must be a self-starter, innovative and resourceful.

- Able to demonstrate sound independent judgment in accordance with agency policies and safety and risk management practices.

- Must be proficient in use of computer and various programs.

- Be or become DSP certified.

- Requires sufficient physical fitness to participate in a variety of physically Preferred:

- Strong group facilitation skills, written and oral communication skills, and flexibility in delivery of services.

- Experience in the development of educational, adventure or wilderness programs.

- Personal or professional experience in outdoor activities such as backcountry hiking, canoeing, snowshoeing, skiing, climbing, etc.
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On-Campus Professional Apprenticeship Program Manager
University of Massachusetts Boston
Boston, Massachusetts

Posted 2/17/2020

The Professional Apprenticeship and Industry Cluster (PACE) program will include on-campus apprenticeships for first and second year students, pairing students with staff volunteers who will enable them to gain supervised work experience in IT, finance, communications, health services, and other fields. Students will also have the chance to participate in industry cluster activities including networking events, job-shadows with Boston's top business executives, and mentoring opportunities that lead to internships and ultimately to jobs.

The Professional Apprenticeship Program Manager will work closely with the chancellor, career services, student affairs, HR, and campus departments to build an on-campus apprenticeship program for first and second year undergraduates. The manager will administer the on-campus apprenticeship program on a day-to-day basis, recruiting students into the program, connecting with advisors and faculty to help students navigate their options, and working with departments to identify apprenticeship opportunities and mentors. The coordinator will be responsible for approving apprenticeship postings and will support students and departments in the application process. They will also manage the professional development, feedback, and evaluation cycles to ensure that students are learning and building skills, and that they are making positive contributions to their host departments. Implement a pilot in spring 2020 for 30 students with the goal of scaling the program to 75 in fall 2020 and ultimately to 1,000 students annually by 2024.

Responsibilities:

- In collaboration with the chancellor's office, career services, student affairs, HR, and campus departments develop the apprenticeship application process for supervisors/mentors and students, the supervisor selection criteria and trainings, and the apprenticeship monitoring

and evaluation processes. Develop and implement a plan for scaling the program from 30 in spring 2020 to 1,000 by 2024.

- Work with departments across campus to identify apprenticeship opportunities and to recruit supervisors from among university faculty and staff. Conduct site visits to evaluate apprenticeships and collect feedback from students, mentors.
- Review and approve apprenticeship proposals; provide feedback to strengthen the proposed experience.
- Develop and implement a comprehensive training program for supervisors that includes strategies for developing students' career competencies and cultural wealth.
- Design and deliver a comprehensive communication strategy to generate widespread awareness of the PACE program among faculty, staff, and students and support supervisors in recruiting eligible student apprentices.
- Oversee operational activities of employing students in on campus apprenticeships and administer the PACE institutional funding program, working closely with the Financial Aid Office, Student Employment Office, and Human Resources. Monitor payroll, student employment paperwork, and PACE job postings. Manage PACE budget.
- Develop policies and procedures in accordance with office, university, state, and federal guidelines. Promote and build student participation in the PACE Program while working with appropriate entities to ensure program adheres to regulations and requirements.
- Maintain the application website (Handshake) for campus apprenticeships, to closely monitor positions for ongoing availability and proactively communicate with supervisors to close positions already filled.
- Meet with supervisors to provide information on PACE policies and procedures, to assess student staffing needs, to provide support with clarifying job descriptions, to address changes in job status, and check student work status as needed.
- Coordinate and deliver information sessions at campus-wide student orientations, campus-wide supervisor training programs, and throughout the year for new student apprentices and supervisors.
- Develop, manage, and deliver the PACE career development/apprenticeship course to be delivered to PACE students participating in the apprenticeship program, allowing them to earn credits while also building their professional skills and achieving specified learning outcomes. The course sequence complements on-the-job learning with modules about crafting resumes and cover letters, interviewing skills, and networking.
- Provide comprehensive career services to students (including career advising, seminars, workshops, Handshake/Career Services/PACE orientations) revolving around career planning, internship, full-time employment, and networking needs. Seek ways for students to grow from and leverage their PACE experience.
- Prepare regular reports to forecast, track, and assess the PACE program; use reports to make improvements in the operation and management of the PACE program.
- Performs other duties as assigned.

Qualifications:

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- Bachelor's Degree required; Master's Degree in Higher Education Administration, Career/Employment Counseling, MBA or a closely related field preferred.
- A minimum of three-five (3-5) years of work experience in college/university operations in a higher education setting or corporate/non-profit human resources required.
- Experience effectively hiring, supervising, and evaluating student and professional staff.
- Demonstrated ability to collaborate cross-functionally and to interact effectively with employers, students, alumni, faculty, and university administrators.
- The ability to plan and manage multiple complex projects simultaneously and balance priorities under time constraints, while maintaining strong attention to detail; the ability to evaluate programs and collect and analyze data; and strong oral and written communication skills required.
- Must have extensive knowledge of computer database software, spreadsheets, and word processing and the ability to understand integrated computer systems (Microsoft Excel, Microsoft Word, Salesforce, Handshake, etc.).
- Must be extremely organized and detail-oriented.
- Knowledge of budget management.
- Able to understand college-wide policies and procedures and HR employment legal issues.
- Ability to conduct research and resolve problems.
- Must possess excellent customer service, oral, and written communication skills.
- Able to work well under pressure, multi-task effectively, set priorities, and meet deadlines.

- Able to manage confidential and sensitive information.
- Demonstrate a strong commitment to diversity and inclusion when working with students, staff, and faculty.

Application Instructions:□

- Please apply online with your resume, cover letter and list of three professional references.
- Review of candidates will begin following the application closing date.
- Only Internal candidates in the Professional Staff Bargaining Unit will be considered during the first 10 business days of the posting. All other candidates will be considered after that period.
- For more information, or to apply, please visit: <https://employmentopportunities.umb.edu/boston/en-us/job/504567/oncampus-professional-apprenticeship-program-manager>

Salary Ranges for the appropriate Pay Grade can be found at the following link:□ [Salary Ranges](#)

All official salary offers must be approved by Human Resources.

Applications close: 05 Mar 2020 Eastern Standard Time

The University of Massachusetts Boston provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, genetic information, pregnancy or a pregnancy-related condition, or membership in any other protected class. The University of Massachusetts Boston complies with all applicable federal, state and local laws governing nondiscrimination in employment in every location in which the university operates. This policy applies to all terms and conditions of employment.

**Assistant Director of New Student & Transition Programs
Elon University
Elon, North Carolina**

Posted 1/16/2020

Elon University is currently accepting applications for an Assistant Director of New Student and Transition Programs to provide leadership and vision to the New Student Orientation student staff recruitment, selection, hiring, training, and professional development process. The successful on-boarding of Student Coordinators, Orientation Team Leads, and Orientation Leaders leads to a successful transition of new students and their families. This includes assessment of the student staff experience and the overall orientation program. The Assistant Director is responsible for the development of transfer student programming and advocacy for transfer populations during and after NSO. This person also works closely with the Global Engagement Center to plan and execute the International Student Orientation program and the pre-departure and re-entry experience for the Global Pathfinder program. Lastly, the Assistant Director provides support and oversight to the multiple First-Year Summer Experiences, specifically supporting the program coordinators who work to implement their respective program. Bachelor's degree and 2-3 years of experience required. Completed master's degree in higher education, student personnel, or related field and 1-2 years of experience in orientation and transition programming (including graduate assistantships/apprenticeships), or a related functional area in higher education, strongly preferred. Position will remain open until

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filled. Apply at <https://elon.peopleadmin.com/postings/6902> . **Elon University is an equal employment opportunity employer committed to a diverse faculty, staff and student body and welcomes all applicants.**

Elon University has built a national reputation as the premier student-centered environment for engaged, experiential learning, with an emphasis on strong personal relationships between students and their faculty and staff mentors. Elon students are ambitious, creative and determined problem-solvers who are passionate about making the world a better place. Elon's 6,045 undergraduate and 746 graduate students come from 49 states and 58 other countries. Elon sends more undergraduate students to study abroad than any other master's-level university in the nation and the core curriculum includes a strong global focus. More than 425 full-time faculty members teach in six academic units: Elon College, the College of Arts and Sciences; the Martha and Spencer Love School of Business; the School of Communications; the School of Education; the School of Health Sciences; and the School of Law. Elon's four-year graduation rate of 78 percent ranks in the top 10 percent of U.S. private universities. The student-faculty ratio is 12-1, and the average class size is 20. The university's 636-acre residential campus is consistently recognized as one of the nation's finest environments for learning. In the 2018 "America's Best Colleges" guide, *U.S. News & World Report* recognizes Elon more often than any other university in the nation for eight academic programs that are focused on student success.

U.S. News

also ranks Elon #1 among Southern master's-level universities, with #1 rankings for undergraduate teaching and innovation. Princeton Review ranks Elon among the nation's 382 "best colleges." The

Wall Street Journal

/Times Higher Education ranks Elon #33 in the nation and #1 in North Carolina in student engagement, and

Kiplinger's Personal Finance

magazine names Elon one of the nation's "best value" private universities. The Elon Phoenix NCAA Division I athletic program is a member of the Colonial Athletic Association.

**Assistant Director for Experiential Learning
University of Tennessee
Knoxville, Tennessee**

Posted 12/19/2019

Position Overview

Teaching and Learning Innovation (TLI) at the University of Tennessee, Knoxville (UTK) seeks qualified applicants for a position that will provide strategic direction for two of TLI's nine initiatives, experiential learning and service-learning. The Assistant Director for Experiential Learning will also monitor and provide oversight regarding the investment of funds for faculty development and faculty awards within the Experiential Learning and Teaching Innovation sub-unit, including the Teaching Support Award program and Faculty Innovators program, while also creating new and innovative methods for supporting faculty at UT. Reporting to the Assistant Provost for Experiential Learning & Teaching Innovation, the person in this position will also collaborate with the Director of Faculty Development to identify campus needs related to faculty development programming, and create new opportunities using multiple modalities for reaching and meeting the teaching needs of UT faculty. This person will also supervise staff, and serve as a representative for TLI on university-wide committees effecting academic curriculum, student graduation requirements, and other related needs.

Expected pay range is \$55,000 - \$65,000, dependent upon experience and earned level of education. All applicants are asked to submit a current resume or CV and cover letter if interested in this position.

Interested applicants should submit a resume or CV and cover letter by **Monday, February 3, 2020** for full consideration.

Primary Duties & Responsibilities of this Position include:

- Provides strategic leadership of the experiential learning and service-learning initiatives by planning, implementing, and assessing programming, workshops, and events to support and grow the use of experiential learning and service-learning across the university.
- Builds and maintains relationships with campus administrators, faculty members, unit leaders, and staff members to support and grow experiential learning and service-learning opportunities at UT.
- Convenes the High Impact Practices Advisory Group, and serves as chair of the S (service-learning) designation subcommittee.
- Monitors and provides direction regarding the investment of funds for faculty awards and faculty development and is responsible for connecting with Deans, Department Heads, individual faculty members, and other college level administrators regarding the most effective ways to support faculty to adopt new, innovative, and effective teaching methods for educating this current generation of college students.
- Oversees a budget of \$125,000 for faculty awards, and provides specific recommendations to the Assistant Provost for Experiential Learning and Teaching Innovation regarding its use.
- Coordinates all faculty awards programs for the Experiential Learning and Teaching Innovation

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sub-unit of TLI, including selection of faculty, review of potential requests and submissions for funding, and proper distribution of funds as guided by university policies every semester.

- Provides strategic direction and coordinates the planning of all faculty development workshops, programming, and events with the Director of Faculty Development each semester, and identifies campus needs and ensures that faculty development and success programming is offered in multiple modalities and at differing times to meet the needs of faculty.
- Monitors progress of all ELTI programming opportunities, and ensures their effective assessment.
- Uses provided data to build and strengthen future program offerings and looks for new and effective ways to meet the needs of faculty across the campus, especially regarding experiential learning and service-learning.
- Teaches and serves as representative to the campus regarding experiential learning and service-learning offerings by leading workshops, events, and trainings for faculty and staff that use experiential learning and service-learning in their classes.
- Serves on campus committees representing TLI on search committees and on university-wide committees affecting academic curriculum and student graduation requirements, as well as other working groups and committees.
- Supervises staff as assigned by providing leadership to assigned staff and supporting them to meet identified goals regarding their areas of responsibility.

Required Qualifications

- Earned master's degree with a minimum of 5 years' experience supporting faculty to implement experiential learning and service-learning in their courses, as well as successfully supporting faculty development programs in a higher education setting.
- Strong knowledge and awareness of best practices with experiential learning and service-learning within a higher education environment.
- Experience supervising full-time professional staff, and supporting them to achieve assigned tasks, goals, and projects.
- Demonstrated ability to build and foster strong relationships with relevant stakeholders (College Deans, Academic Department Heads, individual faculty, Campus Leaders and Administrators, alumni, and external partners).
- Support faculty with the design and implementation of safe and effectively assessed experiential learning courses or other related service-learning and active learning educational opportunities.
- Experience managing a program in which grants/awards were disseminated and ensuring that all deliverables associated with such awards were completed.
- Proficiency using Microsoft Office (Office 365, Powerpoint, Outlook, Word, Excel).

Preferred Qualifications

- Earned doctorate degree with a minimum of 7 years' experience supporting faculty to implement experiential learning and service-learning in their courses, as well as supporting faculty development programs at more than one college or university, or working successfully at

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a large public university.

- Demonstrated ability to manage multiple projects during set periods of time, including leading groups of people with diverse backgrounds to reach and surpass stated goals
- Demonstrated ability to think strategically, as well as manage opportunities on a day by day and case by case basis.
- Evidence of knowledge of signature and innovative STEM pedagogies as well as successfully supporting faculty in STEM fields
- Excellent organizational, inter-personal, and communication skills, both oral and written.
- Proficiency working in LMS, preferably Canvas, and experience using Adobe Design Suite
- Demonstrated ability handling private, confidential, and culturally-sensitive matters with discretion.
- Demonstrated understanding and use of accessibility standards within Microsoft Office (Office 365, PowerPoint, Word, Excel).

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**Dean for Engaged Education
Hamilton College
Clinton, New York**

Posted 11/13/2019

Hamilton College is seeking an inaugural Dean for Engaged Education who will develop, implement, and lead a strategic initiative called ALEX (Advise, Learn, Experience). ALEX is a program to support students developmentally by focusing on academic and co-curricular advising, student learning, and high-impact educational experiences included under experiential learning. It will consolidate and provide support for faculty and staff by developing consistent policies, providing professional support and development, and facilitating collaboration across

units. The dean will continue the development of the strategic direction for ALEX; oversee programs and staff in advising, academic support centers, and experiential learning; better connect existing programs and develop new ones in these areas. This administrative dean will be located in Academic Affairs with close connections to other divisions of the College and will report to the Vice-President of Academic Affairs.

The dean's responsibilities include oversight of (a) the new integrated advising program that connects academic advising with other advising programs, such as those focused on careers, off campus study, and personal growth; (b) Hamilton's academic resource centers and programs, including the Writing Center, Oral Communication Center, Quantitative and Symbolic Reasoning Center, Language Center, ESOL program, and peer tutoring programs; and (c) experiential learning programs, including the Levitt Center, Community Outreach Opportunity Programs, Off-Campus Study, summer research/creative opportunities, and academic internships. The dean will have overall responsibility for the continued development, implementation, and assessment of ALEX and for the leadership and supervision of advising, experiential learning, and learning support staff.

Anticipated start date is July 1, 2020.

Qualifications

Required qualifications:

- A PhD or EdD
- Experience in leading change in higher education specifically in advising, teaching and learning, and/or experiential learning
 - Proven track-record in developing, advocating for, and implementing cross-divisional programs
 - Experience working with faculty and with college level classroom and curricular policies and structures (e.g., learning objectives, pedagogy, syllabi, course development, academic departments)
 - Record of working effectively and collaboratively with diverse units, roles (staff, faculty, students), and individuals
 - At least three years of administrative leadership experience including program management, personnel development, budget management, and organizational skills
- Knowledge of college-student development
- Demonstrated commitment to diversity, equity and inclusion

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- Familiarity with research, assessment, and best practices in advising, student learning, and/or experiential learning
- Data informed/digital fluency

Application Instructions

Please submit a resume, letter of application, and the names and contact information for three references via <https://apply.interfolio.com/71319> . Questions regarding the search may be directed to Margaret Gentry, Search Chair, at mgentry@hamilton.edu. Applications will begin to be considered on December 1, 2019, and the position will remain open until filled.

Hamilton (www.hamilton.edu) is a residential liberal arts college located in upstate New York. Applicants with dual-career considerations can find other Hamilton and nearby academic job listings at www.upstatenyherc.org , as well as additional information at www.hamilton.edu/offices/dof/faculty-support-resources/resources-for-prospective-or-new-faculty/opportunities-for-spouses-or-partners (Opportunities for Spouses or Partners). Hamilton College is an affirmative action, equal opportunity employer, and is committed to diversity in all areas of the campus community. Hamilton provides domestic partner benefits. Candidates from underrepresented groups in higher education are especially encouraged to apply.