

Eastern Illinois University
School of Extended Learning
Director, Bachelor of Arts in General Studies

Position: Director, Bachelor of Arts in General Studies (BGS) Program (Interdisciplinary Studies (IDS), Effective Fall 2021)

Function of the Position:

The Director has overall responsibility for the supervision, administration, and expansion of the Bachelor of Arts in General Studies (Interdisciplinary Studies) Program and for collaborating with other academic units to coordinate the University's education attainment and outreach initiatives.

Description of Duties and Responsibilities:

- Supervise, coordinate, and administer all aspects of the B.A. in General Studies (Interdisciplinary Studies) Program including but not limited to recruitment, admissions, academic advising, assessment of prior learning, and graduation certification.
- Provide leadership and institutional advocacy for the B.A. in General Studies (Interdisciplinary Studies) Program offered through the Illinois Department of Corrections.
- Provide leadership in the development and implementation of policies, procedures and curriculum related to the B.A. in General Studies (Interdisciplinary Studies) Program.
- Provide leadership in maintaining quality faculty and staff through recruitment, professional development, and evaluation.
- Develop and participate in program marketing activities and student recruitment using traditional and emerging modalities.
- Coordinate and expand outreach, operations, and program availability at EIU off-campus locations.
- Teach courses online and face to face with BGS (IDS) prefix and others to be authorized by academic departments as needed.
- Develop program assessment metrics and prepare periodic reports.
- Work in partnership with the College's Development Director to promote alumni and philanthropic efforts.
- Perform other duties as assigned by the Dean of the College of Education.

Qualifications:

Master's degree required, terminal degree preferred. At least three years of experience in higher education working in collaboration with academic units with adult learners, off-campus, and/or online students and programs required. Experience teaching at the college level is required with a preference for experience teaching both face-to-face and online courses. Demonstrated commitment to diversity and experience with promoting inclusive excellence is required. Demonstration of strong oral and written communication skills required. Knowledge and experience working with correctional facilities and prior learning assessment preferred.

Starting date: November 1, 2021

Application:

A complete application will include a letter of application, resume/cv, unofficial transcripts and contact information of five references. Send application materials to <http://apply.interfolio.com/91015>.

For questions regarding this search, please contact Dr. Carole Collins-Ayanlaja, Search Committee Chair at ccollinsayanlaja@eiu.edu.

The University and Community:

Eastern Illinois University places priority on teaching excellence for a student body in a residential setting. Approximately 7,000 on-campus students are enrolled in the undergraduate and graduate programs, with teacher education as one of the signature programs of the university. The University is located in east central Illinois and combines the benefits of a small community with access to several large cities, including Chicago, St. Louis and Indianapolis.

Closing: Review of applications begins August 23, 2021 and continues until the position is filled.

Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer - minority/female/disability/veteran - committed to achieving a diverse community