

WESTMONT COLLEGE

Director of the Westmont in San Francisco Program (position available June 2019) **Off Campus Programs**

Oversees educational and co-curricular activities for Westmont College in the San Francisco Bay Area, most notably at the Clunie House on the panhandle of Golden Gate Park. The primary responsibilities include leadership of the semester-long WSF program. This is a twelve-month administrative position with faculty rank and status; it is a non-tenure-track role.

Qualifications

Requirements include: An advanced academic degree such as a PhD in a recognized academic field, or an MBA or other advanced degree that would support the curricular offerings of the program, several years of leadership experience in the academy and or business; a record of innovative or entrepreneurial work is desired. Other requirements include: a demonstrated record as a successful teacher and ability to affirm the Christian mission of Westmont College; support the Community Life Statement and adhere to its behavioral expectations; have a clear understanding of and ability to articulate the distinctives of a Christian Liberal Arts education; ability to cultivate a high performing team; excellent communication and interpersonal skills together with the ability to work collaboratively and courteously with others; ability to meet deadlines, strong organizational skills, interpersonal skills; excellent listening and conflict resolution skills.

Responsibilities

- Provide general leadership for the WSF program: setting the vision, developing curricula, and encouraging quality and innovation.
- Recruit, motivate and manage 1 WSF faculty and 2 staff members and evaluate their performance.
- Manage the WSF operating budget.
- Develop and implement the marketing and recruitment strategy for Westmont students and students from other colleges.
- Teach 1-2 classes each semester (approximately 10-12 units per year).
- Explore and pursue programs and opportunities for non-tuition revenue. While the primary focus will be on the semester-long WSF program, the Director must be entrepreneurial in developing other forms of educational programming in the area that Westmont could offer.
- Build effective partnerships on the Westmont campus and elsewhere that will support the advancement of the WSF program.
- Provide leadership and oversight of community and student life (including student discipline, orientation week, retreats and other community events). Maintain good communication with the Student Life staff on campus in maintaining policies and caring for student needs.
- Lead the program review efforts and assessments of student learning.
- Manage the program admissions process.
- Oversee facilities maintenance of the Clunie House.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with others by sharing ideas and resources willingly, constructively and positively; listening to and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping others who may be affected informed about work progress; addressing problems constructively to discover practical solutions acceptable to all parties; working promptly toward reconciliation during conflict; respecting the diversity of our community in words and deeds
- Other duties as assigned.