

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position – Wartburg West Academic and Program Director – Titled Faculty Position (based in Denver Colorado, employed by Wartburg College, Waverly, IA)

Preparation Date: September 7, 2017

Function of Position:

Responsible to the Asst. Dean of Academic Affairs for duties as the lead faculty member for Wartburg West programs in Denver, Colorado.

Principal Duties and Responsibilities:

- Serve as the lead faculty member for academic programs, responsible for teaching and overseeing classes, internships and programs
- Maintain relationships with Wartburg West's key constituents and our network across the Denver community, in coordination with Dir. of Outreach and Project Development
- Provide and oversee program administration
- Provide and oversee student life services in Denver
- Perform service to the college and offer program development support, working in collaboration with other WW colleagues
- Be available to support admissions staff in recruitment efforts

Detailed Duties:

- Teach 1.5-2.5 classes per term, teach May Term courses and as needed, and work with on-campus faculty who teach May Terms in Denver. Maintain academic excellence and design a hands-on, experiential program informed by service learning pedagogy and our liberal arts mission
- Take on internship support duties in 2018-19:
 - Travel to campus and to partner schools for recruitment events, placement meetings, and communication with students during the application process.
 - Work with on-campus liaison and faculty, and students to determine internship interest, offer career and vocational advising
 - Compile all the information gained, create files for each student, and deliver this to the Denver adjuncts (internship, social work, student teaching) so that they are able to proceed with securing placements,
 - Communicate with students on a regular basis in preparation of their arrival in Denver
 - Orientation for interns and distribution of internship syllabus
 - Maintain relationships with current internship sites and create new relationships with additional internship sites based on student interest
- Transition to additional internship supervision duties in 2019-20
 - Serve as faculty member of record for internship course credits
 - Receive completed student files from Waverly internship coordinator which includes application and internship interests. Place students in appropriate internship sites and follow up, which includes: Communication with internship sites and supervisors, based on information received in files. Set up student interviews, return to potential sites for confirmation of placement. Collect written agreements from site supervisors before the term. During the term, collect, comment on, and assess students' weekly assignments; reach out to supervisors 2 weeks into internships. Conduct midterm site visits with each student, collect final evaluations from supervisors. Communicate thank-you notes to each site and conduct final evaluations with students. Submit grades
- Plan orientation, utilizing support from WW faculty and staff, and engaging faculty and staff in executing orientation
- Communicate with students before they arrive, provide logistical details (arrival and departure date, schedule, etc.), and serve as final point person to ensure materials are distributed
- Work with on-campus liaison to recruit students, review applications, and meet applications deadlines
- Finalize contracts for adjunct needs, working with the respective academic departments in Waverly
- Work with adjunct faculty to ensure that student teaching contracts with local school and social work placements are maintained
- Help to coordinate and organize for groups coming to Wartburg West from campus, including May Term classes, service trips, and new faculty visits
- Collaborate with internship coordinator to develop expertise in this area
- Remain in communication with other faculty and staff as needed
- Maintain consistent communication with on-campus liaison to Wartburg West
- Oversee academic and program budget
- Serve as main point person responsible for fostering a productive living and learning community

- Co-plan student retreat, final dinner, and award with Dir. of Outreach and Project Dev. Publicize events to alumni and other participants as necessary
- Represent Wartburg West in the community and within your field
- Maintain community connections that enrich the student's academic experience and its experiential curriculum
- Travel back to Waverly campus at least twice per year, for the faculty workshop, and as necessary
- Communicate with representatives from partner schools
- Use Wartburg West's network to track potential tenants who would integrate well into the Wartburg West apartment building, working in coordination with property management personnel
- Oversee the live-in hospitality coordinator and maintain consistent contact with this person. Oversee that the hospitality coordinator ensures apartments are furnished and all necessary items for the building are purchased or maintained. This includes furniture, kitchen contents, beds, etc.
- Oversee housing transitions, ensuring the hospitality coordinator arranges with students to check in and out of the building
- Work with on-campus liaison each term to get a list of students trained to drive the school van
- Clarify and enforce parking policies for students and with SJC. Work with the hospitality coordinator to ensure students get passes from Cathedral and comply with parking policies
- Work with hospitality coordinator to maintain the guest apartment calendar and ensure the hospitality coordinator is aware of guest check-in and check-out dates and protocol
- Maintain arrangements with athletic facilities and any other providers that give student discounts or services
- Ensure students are made aware of area social services and food/living needs & resources
- Maintain updated referral list for counseling services and other requests
- Be the lead administrator and first responder for student emergency situations, communicating as required with administration in Waverly, local officials in Denver, parents, and other stakeholders
- Be the lead administrator for cases of student misconduct, including Title IX violations, student academic complaints, and other grievances
- Oversee student workers in program support capacities
- Serve as the main point person to maintain the St. John's Relationship, including:
 - Schedule classes and arrange classrooms or ensure faculty reserve rooms as needed.
 - Maintain relationship with key employees, including the Cathedral's Dean, Administrator's Assistant, Youth Coordinator, Facilities personnel, and the Communications and Outreach staff.
 - Discuss parking policies and get permits from SJC staff
- Work with Wartburg's Marketing and Communication Department
- Interact with National Advisory Board and coordinate with chair to set meetings. Chair sub-committees as needed
- Work in coordination with the Dir. of Outreach and Proj. Dev. to engage alumni and the community at large
- Maintain a relationship with the ELCA Rocky Mountain Synod Bishop's Office
- Work in collaboration with the Dir. of Outreach and Project Dev. to support the growth of Wartburg West, including relationships with partner schools and new initiatives
- Utilize academic disciplinary expertise to be involved in local networks, raising the profile of Wartburg and Wartburg West in the region. Find meaningful opportunities for public engagement, speaking, and presentations. Join relevant organizations valuable to relationship building

Qualifications:

Preferred: Terminal degree in an academic field represented at Wartburg College. Experience in teaching and internship placement. Experience in student-life functions.

Required: Master's degree and significant teaching experience. Desire to engage with internship placement and student-life responsibilities. Excellent written and oral communications skills, community orientation and ability to work independently.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.