

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position – Assistant Director of the Institute for Leadership Education (ILE)**

Preparation Date: July 26, 2017

Function of Position:

Responsible to the Director of the Institute for Leadership Education for coordination of leadership development, High School Leadership Institute, Baldwin Leadership Fellows, Community Builders, and teaching.

Principal duties and responsibilities:

- 1) Serve as permanent instructor within the Institute for Leadership Education.
  - Teaching load include ID 315 in Fall and Winter terms and LS 115 in the Fall term.
  - Participate in Leadership Working Group meetings and retreats.
- 2) Serve as director of the Baldwin Fellows program with responsibilities to:
  - Revise and execute the selection and recruitment process to identify Baldwin Fellows
  - Prepare second year students to attend the annual leadership symposium at the U.S. Air Force Academy and attend the symposium with the second year students
  - Prepare third year students to develop a series of leadership programs for the broader campus and Waverly communities
  - Assist fourth year students in the delivery of the program series developed during their third year, and assist fourth year students in their mentoring role to Baldwin Scholars underclassmen.
- 3) Serve as director of the Waverly-based High School Leadership Institute (HSLI) with responsibilities to:
  - Create and execute a selection and recruitment process for HSLI mentors and mentees
  - Teach a half credit course for HSLI mentors during winter term
  - Plan and execute the LS 115 weeklong course/camp for HSLI mentees in the summer
  - Grading and support for mentees throughout the academic year to complete service projects
  - Follow-up with HSLI mentors and past participants at Wartburg to engage in the campus community
  - Assist in the recruitment of HSLI mentees/participants
- 4) Assist with publicizing the value of the leadership minor to Wartburg faculty, staff, and students.
- 5) Serve as a leadership training resource for orientation staff, resident assistants, athletic teams and student organizations or specific student groups
  - Create programming content, specific to needs or requests
  - Utilize ILE curriculum, as well as additional materials, to enhance a common language for Wartburg College around leadership
- 6) Serve as the director of Community Builders with responsibilities to:
  - Review and update program as necessary in consultation with WSR
  - Serve as the liaison with the WSR middle school on program/curriculum requirements/logistics and execution
  - Teach and grade the Community Builders portion of ID 315 each semester
  - Recruit Adult Volunteers and manage their engagement
- 7) Serve as director and instructor of consolidated High School Leadership Institute including both Waverly-based and Denver-Based High School Leadership Institute.
  - Coordinate both the Denver-based pilot project and the established Waverly-based project. Both would benefit from better coordination between the two in terms of recruitment of mentors and mentees and potential synergies in training and delivery of services.
  - Serve as instructor for both HSLI projects. The staffing of the current Denver-based pilot is not sustainable given college policy regarding changes in the role hourly wage employees may play in instructional delivery.
  - Serve as instructor for the 1/2-credit course offered in the winter term.
  - Serve as a mentor to HSLI students who matriculate to Wartburg to assure their retention. A more intentional approach to integrating HSLI matriculates into the Wartburg community is needed.
- 8) Serve as instructor for ID315-Nicaragua during May Term on an alternating year schedule as part of the regular staffing responsibilities.
  - Over the years this has been a popular May Term course, but it has relied on adjunct staffing which has impacted continuity over time.
- 9) Serve as instructor for LS405 during fall/winter terms and summer on-line courses as needed.

Minimum Qualifications:

Masters degree required and related experience in one or more of the following areas: college level teaching, mentoring, leadership development, student development, or event planning and execution. Preference for individuals with experience directing leadership programs and teaching leadership courses.

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](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://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.