

**WARTBURG COLLEGE  
POSITION DESCRIPTION**

**Title of Position – Program Director of Health and Human Performance Graduate Studies**

Wartburg College is dedicated to challenging and nurturing students for lives of leadership and service as a spirited expression of their faith and learning. Founded in 1852, Wartburg College is a selective liberal arts college internationally recognized for its community engagement and academic excellence.

The institution is at an exciting moment as it embarks upon “Our Brightest Days: Realizing Purpose, Leading Change,” the College’s new [strategic plan](#). As indicated in the newly adopted [vision statement](#), “Wartburg College is called to be the leading institution in education of the whole person. Together, we create an inclusive community combining diverse curricular and co-curricular experiences to prepare students to be resilient leaders of positive change through service in a complex world.”

Building on the College’s Master of Arts and Graduate Leadership Certificate, an institutional priority is the exploration and implementation of additional graduate programs in areas of institutional distinction and market appeal, including four new Master of Science High Performance degrees.

Located in northeast Iowa, Waverly is an extraordinary "gigabit" community of more than 10,000 residents in the Cedar Valley metro near Waterloo and Cedar Falls, with an abundance of cultural, musical, and recreational opportunities. Major Midwest metropolitan areas within driving distance include Des Moines, Iowa (2.5 hours); Minneapolis/St. Paul, Minn. (3 hours); Madison, Wis. (3.5 hours); Rochester, Minn. (2 hours); Chicago (5 hours); and Omaha, Neb. (4 hours). The Wartburg Community is committed to creating and maintaining a mutually respectful environment that recognizes and celebrates diversity among all students, faculty, and staff. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented groups.

**Position:** Program Director of Health and Human Performance Graduate Studies

**Role Type:** 12-month, open rank, tenure-track role

**Anticipated Starting Date:** Summer/Fall 2024

**Timeline:** Screening of applications begins immediately and continues until filled.

**Salary:** Competitive, based on experience and qualifications

**Function of Position**

The Program Director of Health and Human Performance Graduate Studies will be the administrator responsible for the curricula and students in four Master of Science degrees: Human Performance Nutrition; Sport, Exercise and Performance Psychology; Sport Science and Data Analytics; and High Performance.

This position is responsible for collaborating with internal and external stakeholders to ensure that enrollment goals are met, students are retained, professional standards are upheld, and coursework is completed to ensure successful program completion. This is a twelve-month tenure-track role reporting to the Associate Dean for Graduate Studies and collaborating with the undergraduate Chair of Health and Human Performance.

### **Principal duties and responsibilities:**

1. Upon program implementation, teach four courses annually in the graduate Health & Human Performance curriculum
2. Curricular leadership and oversight
  - Develop, implement and evaluate curriculum associated within the four Master of Science degree programs
  - Lead academic assessment and program evaluation efforts within each of the program areas
  - Liaise with adjunct instructors and the Graduate Instructional Designer in ensuring high quality online program design
  - Collaborate with Associate Dean and Director of Graduate Program Operations in developing graduate academic policies; implement and ensure adherence to policies
3. Instructor supervision and accountability
  - Collaborate with the Associate Dean for Graduate Studies and Director of Graduate Program Operations in selecting, hiring, onboarding and evaluating adjunct instructors
  - Provide direct supervision of the Health & Human Performance Practicum and Capstone Coordinator
4. Student recruitment, admission, and advisement
  - Establish strategic partnerships/student pipelines to meet program enrollment goals
  - Implement programmatic admission processes and standards in consultation with the Director of Graduate Program Operations
  - Develop recruitment events and represent the program at career fairs, visit days, Zoom webinars and with other presentations
  - Meet with prospective students, advising on program requirements and career opportunities; advise enrolled students on course decisions and academic program adherence
5. Maintain an active research agenda and serve on relevant committees.
6. Other duties as assigned.

### **Required Qualifications:**

- Earned doctorate/terminal degree in a relevant area
- Evidence of effective curriculum development and teaching skill
- Evidence of scholarly achievement
- Demonstrated ability to work both independently and on a collaborative team
- Ability to thrive in an evolving technological workplace
- Excellent communication, problem-solving, and interpersonal skills

### **Preferred Qualifications:**

- Evidence of program development and implementation
- Clinical experience
- Supervisory experience
- Online teaching experience

### **Application Procedure:**

A complete application will include 1) a cover letter that addresses the strengths the candidate will bring as a teacher, scholar and program administrator; 2) a curriculum vitae; 3) contact information for 3 references. This information should be submitted electronically to: [HR@wartburg.edu](mailto:HR@wartburg.edu). For specific inquiries contact David McCullough, [david.mccullough@wartburg.edu](mailto:david.mccullough@wartburg.edu), search chair, or Michael Gleason, [michael.gleason@wartburg.edu](mailto:michael.gleason@wartburg.edu), Associate Dean for Graduate Studies. For further information about the college and the city of Waverly, see <http://www.wartburg.edu>. Wartburg College requires a criminal background check for position finalists.

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