



Faculty Position
College of Education

Graduate Program Director of Higher Education Administration

Madonna University is seeking a dynamic individual to continue the recruitment, development and continuation of a graduate program in Higher Education Administration. This position includes:

1. (1) Developing and Coordinating the Higher Education Administration program, (2) Teaching graduate courses in Higher Education Administration, (3) Recruiting in collaboration with Director of Graduate Admissions and advising graduate students, (4) Conducting scholarly activities in an area of expertise, (5) Collaborating with Dean and Director of Accreditation/Assessment to organize and maintain data collection for all graduate education programs, (6) Coordinating with Dean and Director of Accreditation/Assessment to grow and maintain higher education community partnerships.

Candidates are expected to serve on department, and university-wide committees.

Requirements:

- (1) A doctorate in Higher Education Administration or a related field.
- (2) Ten years' experience in higher education administration or related practical experience preferred.
- (3) Evidence of successful recruitment experience.
- (4) Expertise with and commitment to diverse populations (including international).

Responsibilities include:

- (1) Recruiting new students in collaboration with Director of Graduate Admissions and retention of returning students.
- (2) Coordinating with Associate Dean of Online Education to launch a fully online program in Higher Education Administration.
- (3) Teaching responsibilities, including course development and assessment of course/program objectives.
- (4) Overseeing scheduling and recommending faculty for teaching in Higher Education Administration courses.
- (5) Building relationships with external higher education communities.
- (6) Working with Dean and Director of Accreditation/Assessment to build continuous improvement systems.
- (7) Organizing and maintaining data collection systems for all graduate programs in College of Education.
- (8) Maintaining data on impact of community partnerships.
- (9) Participating in a broad range of departmental, university and outreach endeavors, including university and college meetings and committees.

Review of applications will begin July 15, 2018, and continue until the position is filled.
Send letter of application, vita, and three reference letters to:

Dr. Stewart Wood
College of Education
Madonna University
36600 Schoolcraft Road
Livonia, Michigan 48150
swood@madonna.edu

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.