DIRECTOR, ACADEMIC PROGRAM, (BLS)  
SCHOOL OF CONTINUING STUDIES  
FULL-TIME, 12 MONTHS  
SALARY WILL BE DETERMINED BASED ON EXPERIENCE AND QUALIFICATIONS

Since the early 1900s Whitworth has offered, through its Continuing Studies division, various degree programs in the evening for adult students in the Spokane region. With the inception of a degree-completion, accelerated-format degree model in 1996, the growth in Whitworth’s non-traditional student population has been significant. The university’s strategic plan reinforces its commitment to serving the needs of this population by considering program expansion and creative delivery models to address the needs of this competitive market.

Reporting to the Associate Vice President for Graduate Admissions & Continuing Studies, the Director ensures the academic integrity and viability of the Bachelor of Liberal Studies (BLS) majors and related academic areas; assists the AVP in academic administration of programs in the School of Continuing Studies (SCS); and collaborates with the College of Arts and Sciences dean and department chairs to develop and maintain curricular offerings for Bachelor of Liberal Studies degree programs and other SCS course offerings.

Responsibilities and Related Duties:
1. Bachelor of Liberal Studies Program Administration
   a) Serve as lead academic program administrator for the BLS degree programs, providing leadership in curriculum and program development, review and assessment.
   b) Teach a minimum of two courses each year in one of the BLS majors.
   c) Assess viability of BLS programs on a regular basis and work with the SCS marketing staff to plan marketing strategies. Participate in marketing and recruitment efforts; assist associate dean and AVP of SCS in assessing markets and strategic planning for current & future liberal studies programs.
   d) Work with AVP of SCS to develop and administer student and alumni surveys to monitor student satisfaction and relevance of program goals.
   e) Represent the university and participate in community organizations as appropriate to BLS program areas.
2. Faculty- and Student-related Administration
   a) Maintain periodic contact with students in BLS majors, providing visible leadership in program-related areas, including development of internship opportunities; direct any necessary intervention for students with attendance, behavior and/or academic honesty issues.
   b) Provide leadership in the area of transfer policies as it relates to the BLS programs, the upside-down transfer degree program, and work with the registrar to create and maintain adult-friendly institutional policies.
   c) Recruit, train, supervise and mentor adjunct faculty, working with appropriate academic department to review and authorize hire; authorize contract preparation, and address contractual issues in consultation with the AVP for SCS.
   d) Attend appropriate faculty governance and committee meetings, representing the SCS and BLS degree programs; participate fully in SCS meetings and administrative functions as assigned.
   e) Participate in Whitworth faculty activities and governance, as assigned.
QUALIFICATIONS, SKILLS AND ABILITIES:
- Earned doctorate, desirable; master’s level considered with extensive professional experience and/or advanced certifications or licensure will be considered.
- Academically prepared in one of the following areas: social sciences; social work; public service and/or criminal justice administration; non-profit-and/or NGO-related field; other disciplines will be considered if extensive professional experience in BLS program-related fields.
- Demonstrated experience with, or working knowledge of, higher education programs for working adults.
- Awareness of curriculum trends and issues facing higher education adult degree programs.
- Demonstrated effectiveness at administration and teaching.
- Experience in program and curriculum development.
- Evidence of community engagement in areas of expertise.
- Proven ability to supervise and mentor professional colleagues.
- Commitment to engage in the Spokane community, specifically in areas intersecting with BLS majors.
- Familiarity with and commitment to integration of technology in teaching and administration.
- Willingness to work evening and non-traditional work hours to be present when faculty and students are on campus.
- Effective written, oral, and interpersonal communication skills.
- Personal commitment to the Christian faith and to the integration of faith and learning.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
- An active commitment to equal employment opportunity for all persons.
- Commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
- Background check required.

APPLICATION PROCESS:
The following documents are required to complete the online application form:
1) A letter of interest that relates your education and experience to the qualifications of the position.
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references
4) A one-page document describing your personal commitment to the Christian faith.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.