



Position Title: Director of Graduate Studies
Department: Graduate Studies
Reports to: VP for Academic Affairs
Category: Exempt
Appointment: 12 Months, Full-time, Salary

POSITION SUMMARY:

The Director of Graduate Studies plans the development, delivery, marketing and evaluation of the College's graduate programs. The Director is the administrative officer responsible for all graduate studies services. This position reports to the VP for Academic Affairs. The Director of Graduate Studies holds Administrative Faculty status. The Director's responsibilities include the following.

TASKS:

- ❑ Provide vision and leadership for Graduate Studies at Toccoa Falls that are effective, sustainable, and consistent with the College's mission statement.
- ❑ Collaborate with faculty, departments, and deans to identify new graduate programs and courses; monitor course and program approval process; implement new courses and programs when approved; and monitor the evaluation of quality and assessment process.
- ❑ Develop and manage the annual Graduate Studies budget; determine program costs; allocate funds for marketing; and evaluate program income.
- ❑ Collaborate with the VP for Enrollment Management and the Office of Admissions regarding the marketing, recruitment, and admission of graduate students.
- ❑ Collaborate with the Director of Online & Dual Enrollment Education regarding the pedagogical use of technology in ways that are effective, sustainable, and consistent with the College's mission statement.
- ❑ Oversee the department's staff resources and activities. Provide opportunities for staff development and effectively pursue continuous improvement for the programs.
- ❑ Develop policies, practices, and structures related to graduate programs.
- ❑ Support instructional design for the graduate faculty including development of instructional strategies, course materials, assessment techniques, and appropriate integration of instructional technologies and best practices.
- ❑ Build and sustain excellent relationships with faculty, chairs, and deans in order to facilitate communication, learning, collaboration, and innovation.
- ❑ Participate in setting standards for quality and assessment in graduate teaching.
- ❑ Participate in Curriculum Committee and other committees related to graduate education.
- ❑ Teach two graduate courses each year.
- ❑ Ensure compliance with any applicable state and federal requirements, licensing, copyright laws, and accreditation regulations.

SKILLS & ATTRIBUTES:

- Broad understanding of higher education teaching and learning, particularly in small classes and with self-directed learners of all ages.
- Current knowledge of instructional technologies appropriate to graduate higher education.
- Solid understanding of the principles of assessment.
- Demonstrated commitment to providing excellent service.
- Ability to effectively manage staff and resources.
- Proficiency in planning and executing complex projects and managing project portfolios.
- A proven track record of effective collaboration.
- Strong analytical skills and a history of excellent problem-solving and decision-making.
- Demonstrated ability to teach.
- Demonstrated commitment to continuous improvement in his or her own professional capabilities.
- Excellent written and oral interpersonal skills.

EXPERIENCE & EDUCATION:

Doctoral degree in a management or leadership related education and a minimum of five years experience in higher education required. A minimum of three years experience in online education is mandatory. Experience in project management and supervising is essential.

PHYSICAL REQUIREMENTS:

Must be able to climb steps and lift files, boxes, or computers weighing up to 25 pounds.

Applicants should submit a resume and cover letter to mritchey@tfc.edu and fill out the staff application (found at www.tfc.edu/employment). All materials remain confidential. Members of minority groups are encouraged to apply.

Toccoa Falls College is a four-year Christian college affiliated with the Christian & Missionary Alliance, holding to a strong evangelical position, and is a full member in the Council for Christian Colleges & Universities (CCCU). It is located in the foothills of the Great Smoky Mountains, 95 miles north of Atlanta, Georgia.