ASSOCIATE PROGRAM DIRECTOR/INSTRUCTIONAL SPECIALIST

DEPARTMENT
The Department of Educational Leadership and Policy Studies (ELPS) at Florida State University is seeking an Associate Program Director/Instructional Specialist for the online Doctor of Education (Ed.D.) program in Educational Leadership and Administration. The Associate Program Director will hold a visiting nine-month contract, teaching one course in fall and spring terms, with additional responsibilities in the summer (teaching two courses in summer term) contingent on enrollment and available funding, and working closely with the Director and program faculty to coordinate advising and program management.

Our online EdD program is designed for midcareer individuals who seek professional preparation for positions as senior-level educational leaders and policymakers in K-12 schools, higher education settings, and other educational organizations, both domestically and internationally. This three-year program integrates coursework, advising, and applied research to support the professional growth of students as scholar practitioners who solve problems of practice in their specific organizational contexts.

RESPONSIBILITIES
Responsibilities include, but are not limited to:
• Teaching courses on professional learning for educational practitioners and the application of theory and practice in educational contexts;
• Serving on Dissertation in Practice committees;
• Organizing summer face-to-face meetings and spring research symposium;
• Coordinating advising of a large number of doctoral students (e.g., IRB process, committee meeting management, benchmark assessment coordination);
• Supporting the Director with curriculum coordination and improvement;
• Managing program data and reporting on student progress and program experience;
• Leading marketing and recruitment activities to further increase the number of applications; and
• Coordinating admissions and graduation processes.

QUALIFICATIONS
• Earned doctorate in educational leadership and administration, higher education, or another academic discipline with an emphasis in leadership, higher education administration, or policy studies
• Demonstrated ability and commitment to promoting and fostering a supportive online learning environment
• Strong research foundation, knowledge, and skills to teach doctoral students
• Strong organizational and interpersonal skills
• Prior experience in curriculum development
• Significant experience teaching and advising graduate students, preferably in online EdD programs
• Commitment to and experience working with diverse student populations

OTHER
The anticipated start date for this position is May 8th, 2019.

HOW TO APPLY
Interested candidates should submit an online application at http://www.jobs.fsu.edu. Review of candidates will begin immediately and continue until the position is filled. We urge interested candidates to submit materials as soon as possible.

Applicants are required to complete FSU’s online application, providing all educational details and a curriculum vitae. Applicants should also include a cover letter, names of three references with contact information, and a statement of teaching philosophy. Transcripts, work samples (such as publications or manuscripts under review), and three written letters of recommendation will be required of candidates selected for an on-campus interview.

EQUAL EMPLOYMENT OPPORTUNITY
An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer.
FSU's Equal Opportunity Statement can be viewed here.

CONTACT INFORMATION
Dr. Toby Park, Search Committee Chair
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Associate Director, Center for Postsecondary Success
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