

Position Vacancy Announcement

ASSISTANT DIRECTOR

Center for Teaching and Learning

Position Summary

This purpose of this position is to take a leadership role on the Center's personnel team in the daily operations, research, collaborations, and activities of the Center for Teaching and Learning.

Essential Duties, Tasks and Responsibilities

- Collaborate, problem solve, research, and evaluate teaching and learning strategies with BGSU faculty, administrative staff, CTL staff, and graduate students, including overseeing and coordinating functions, activities, events, and resources.
- Develop and supervise delivery of professional development activities, including pedagogical teaching/learning workshops, learning communities, presentations, faculty consultations, and special collaborations.
- Supported by the Administrative Assistant, organize, coordinate, supervise, and evaluate CTL learning communities, including the following LC activities: facilitator meetings, application correspondence, web page content management, end-of-year LC dinner, and overall LC assessment process.
- Facilitate/co-facilitate as needed CTL learning communities, from organization and management to preparing activities and discussions for 6-8 meetings per semester.
- Research, write, edit, and disseminate teaching and learning topics of interest to the BGSU community, including five (5) CTL newsletters, website, and blog posts.
- Coordinate the hiring process for graduate assistants and collaborate with, and supervise some, ongoing student worker projects.
- Present at conferences related to teaching and learning in higher education.
- Administer evaluations and needs assessments of CTL services and carry out necessary leadership responsibilities when the Director is out of the Center.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills and Abilities

The successful candidate will have teaching and supervisory/leadership experience; researching skills; effective written and verbal communication; and experience working with undergraduate and graduate students.

Minimum Qualifications

Master's degree required (in an educational area of study or Masters with educational experience). Also required, five years teaching experience, preferably with a leadership role.

Salary

Full-time administrative staff position. Administrative grade level 16. Salary is commensurate with education and experience. Full benefit package available including tuition fee waiver.

To Apply

Submit cover letter w/email address, resume, and contact information for three professional references to:

Office of Human Resources (Search J-61434)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

Review of applications will begin on June 26, 2009 and will continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.