

Director, Office of Faculty Affairs/Center for Faculty/Staff
Innovation
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=230548>

Downloaded On: May. 9, 2024 4:44am

Posted Feb. 12, 2024, set to expire Jun. 11, 2024

Job Title	Director, Office of Faculty Affairs/Center for Faculty/Staff Innovation
Department	Academic Affairs Department
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Feb. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Human Resources Academic Affairs
Job Website	https://jobopps.alcorn.edu/postings/6956
Apply By Email	

Job Description

The Director of Faculty and Staff Development provides leadership, direction, resources, coordination, and support for the university's employee training needs so that all can reach their professional development goals.

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Faculty/Staff Essential Training Functions

- Provides mentorship and support aimed at continuous improvement for faculty and staff as learners.
- Designs services (e.g., training, programs, materials, etc.) for the purpose of implementing professional development program activities that address training needs.
- Develops long and short-range plans/programs for the purpose of ensuring that resources are effectively utilized.
- Links training required to meet the University Strategic Initiatives, Goals, and Objectives.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Monitors professional development services (e.g., consultants, course outcomes, staff training, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
- Performs personnel functions (e.g., interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Conducts need assessments as appropriate.
- Researches a variety of information (e.g., courses, materials, training consultants, etc.) for the purpose of developing new programs that meet faculty/staff training needs.

Qualifications

Minimum of master's degree in a field such as Education, Higher Education, Curriculum & Pedagogy, Learning Sciences, or Instructional Design/Technology; or a master's degree in any discipline and relevant experience and success in faculty/staff development.

At least five years of higher education experience with a strong background in faculty/staff development.

Contact Information

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Please reference Academickeys in your cover letter when
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Contact

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