

Assistant Director - Professional Development Program
Villanova University

Direct Link: <https://www.AcademicKeys.com/r?job=108524>

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Posted Jun. 28, 2018, removed Sep. 10, 2018

Job Title	Assistant Director - Professional Development Program
Department	
Institution	Villanova University Villanova, Pennsylvania
Date Posted	Jun. 28, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Continuing Education/Distance Learning Human Resources
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Job Description

Assistant Director - Professional Development Program

Posting Number: 20181739S

Position Type: Staff

Recruitment Type: Internal/External Applicants

Work Schedule: part-time/12-months

Department: 231-Dean-Nursing

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Position Summary

The Assistant Director of the M. Louise Fitzpatrick College of Nursing Professional Development Program is responsible for coordinating all aspects of the evolving professional development program. The Assistant Director will work closely with the Director to create and implement innovative program offerings and will ensure student participation and program success. The Assistant Director must have a strong understanding of career planning, networking, interviewing, and employment success strategies.

Villanova is a Catholic university sponsored by the Augustinian order. Diversity and inclusion have been and will continue to be an integral component of Villanova University's mission. The University is an Equal Opportunity/Affirmative Action employer and seeks candidates who understand, respect and can contribute to the University's mission and values.

Duties and Responsibilities

* Using the Learn, Engage, Advance, Develop (LEAD) model, the Assistant Director will build upon the LEAD foundation and help to develop and implement career enhancing activities and events which will include engaging and cultivating relationships with alumni and outside organizations leading to opportunities and professional development enhancement for current undergraduate nursing students. The Assistant Director will coordinate with the Career Center the communication of opportunities including guiding students to potential externships and summer internships.

* The Assistant Director will work closely with the Director and other Administrators to secure speakers/participants for various professional development events and workshops. Manages all operational aspects such as making room reservations, room set up, transportation, recording of programs, distance learning set-up, photography/videography, copying, thank you gifts, catering, and reimbursements. Tracks attendance, creates and distributes materials and program evaluations, electronically stores course materials for future access, and distributes certificates of completion. Works with the Director to arrange all aspects of the LEAD Program Advisory Committee Meetings, including agenda, handouts, room reservations, conference line, and communications.

* The Assistant Director will expand and build upon current program offerings seeking and implementing opportunities for program growth and innovation. Works closely with the Director to create and track annual program budgets with support from the Director of Finance and Administration. Research potential program costs, make purchases, obtain documentation to process speaker honoraria and expenses.

* Liaise with various university offices such as the Career Center. The Assistant Director coordinates communication, activities, and assignments with members of the Career Center and obtains reports, recruiter evaluations, employment and usage statistics for program outcome tracking. Conducts an

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annual survey of senior nursing students related to nursing externships, compiling these data into a spreadsheet, and communicating this information with students and administration.

* The Assistant Director will field and communicate employment and scholarship opportunities as appropriate to nursing students. Counsel and coach students related to professional development.

* Perform other duties and assist with projects as assigned.

Minimum Qualifications

* Bachelors Degree in nursing, human resources development, higher education, or related field required.

* Minimum 5+ years in related field required.

* Candidate selected must have excellent written and verbal communication skills and strong attention to details. Candidates must convey a highly professional demeanor and be a team player, and demonstrate excellent customer service skills. Must have the ability to handle a fast-paced environment and manage multiple projects/tasks with varied deadlines and frequent interruptions.

Preferred Qualifications

* Masters degree preferred.

* Administrative skills and office operations, preferably in an academic environment. Proficient in word processing, spreadsheet, database, and presentation software (Microsoft Office). Demonstrated excellent communication skills (written and oral), strong organizational skills required. Previous meeting and event planning preferred. Must be willing to work occasional evenings and weekends when events are scheduled.

* High degree of facility with personal and office computing systems, along with spreadsheets, databases and other similar analytical and reporting software skills.

Physical Requirements and/or Unusual Work Hours

* Setting up and lifting tables for events

Special Message to Applicants



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This is an externally-funded position and is contingent upon the continued availability of funding.

Posting Date: 06/26/2018

Closing Date (12am ET):

Open Until Filled:

Salary Posting Information: Commensurate with experience

Salary Band: I

Job Classification: exempt

To apply, visit: [\[url=http://apptrkr.com/1248803\]](http://apptrkr.com/1248803)<https://jobs.villanova.edu/postings/14377>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.