

Associate Director for Academic Affairs
University of Illinois, Urbana-Champaign

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Posted Apr. 1, 2021, set to expire Aug. 3, 2021

Job Title	Associate Director for Academic Affairs
Department	School of Architecture http://www.arch.illinois.edu
Institution	University of Illinois, Urbana-Champaign Champaign, Illinois
Date Posted	Apr. 1, 2021
Application Deadline	Apr. 16, 2021
Position Start Date	Jul. 16, 2021
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid Academic Affairs Academic Advising Administration - Academic Unit
Apply Online Here	https://jobs.illinois.edu/academic-job-board/job-details?jobID=144218&job=associate-director-for-academic-affairs-architecture-144218
Apply By Email	
Job Description	

The School of Architecture at the University of Illinois at Urbana-Champaign invites applications for a full-time, benefits-eligible position as Associate Director for Academic Affairs. As the lead coordinator for the school's undergraduate and graduate programs, this position will work with the Director, faculty, and staff to develop and implement transformational learning experiences that build on the School's rich history, while responding to the changing shape of twenty-first century architectural practice. The Associate Director for Academic Affairs is responsible for coordinating and implementing curricular strategy across the school's undergraduate and graduate degree programs, working with the Director

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to staff a consistently exciting and engaging collection of architectural learning experiences. Along with the Associate Director for Student Services, the Associate Director for Academic Affairs ensures a strong and consistent student experience reflective of goals for excellence established by the faculty and Director. Responsibilities also include leadership on the school's recruitment strategy, along with school and college faculty and staff, and leading preparation for the school's professional accreditation and compliance.

As the second oldest school of architecture in the United States, the School stewards a worldwide legacy of educational innovation and distinguished alumni. The School offers B.S. and M.S. degrees in Architectural Studies, a two-year professional M.Arch. degree, a variant master's degree for students without a pre-professional B.S., and a Ph.D. in Architecture. In service of these degrees, the School is organized around four program areas that integrate research and design: Detail + Fabrication, Health and Well-Being, Building Performance, and Urbanism.

Duties and Responsibilities

Curricular Strategy and Implementation

Work with Director and faculty members to identify opportunities for revision and expansion in response to emerging disciplinary needs and concerns.

Collaborate with Curriculum Committee to enact revisions to courses and curricula.

Collaborate with Program Area Chairs to design and maintain opportunities for concentrations in graduate study.

Collaborate with leaders in various international programs to coordinate communication and project progress.

Support new certificate programs or other professional education opportunities.

Design course articulation agreements and approve requests as processed by school staff.

Serve on Curriculum, Yield, Accreditation, International, and Program Area committees.

Work with Director and Area Chairs to determine teaching assistant needs, solicit applications for positions, and make assignments.

Work with Director and Program Area Chairs to direct teaching and classroom assignments.

Teach one course a year, as assigned by the Director in consultation with the Curriculum Committee.

Recruitment and Admissions

Supported by staff and in cooperation with faculty, lead the School's graduate recruitment strategy—including coordination of the advertising, admissions, and yielding process, as well as allocation of fellowships and assistantships.

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Provide college recruitment staff with messaging for broad communication with prospective undergraduate students.

Work with School faculty and staff to coordinate unit-level engagement with prospective students, including campus visits and open houses.

Assessment and Accreditation

Prepare for NAAB accreditation every 6-8 years, maintaining annual updates and monitoring all course content and curricula for compliance with this important component of preparation for architectural licensure.

Partner with Director to set and achieve goals with regard to learning outcomes and quality of instruction.

Schedule midterm and final reviews each semester in coordination with the faculty and school administration

Work with School faculty and staff to provide ongoing assessment of courses and curriculum to meet both NAAB accreditation and campus review requirements.

Student Support and Advising

Implement a semester process for studio course selection by graduate and upper-level undergraduate students, following processes and principles as approved by Director and faculty members.

Develop and implement various career development programs targeted at meeting needs of students, including the cultivation of partnerships with external organizations and agencies.

Supervise Coordinator of Student Services and Advising.

Qualifications

Required:

Familiarity with architectural education, supported by at least a Master's degree in architecture or a related field.

Knowledge of trends and dynamics in architectural education, with enough interest and capacity for teaching to be comfortable in the classroom.

Demonstrated expertise in project management for both short- and long-term efforts with complex variables.

Excellent communication, organizational, and human interaction skills.

Ability to test and develop new internal processes for service and quality, while remaining responsive to emerging opportunities in a highly creative environment.



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Preferred:

Experience in the areas of academic recruitment, programming, and admissions.

Proposed Starting Date: July 16, 2021

Salary:

This is a 12-month, full-time (100%), benefits-eligible academic professional position. Salary is commensurate with experience and qualifications.

Application Procedure:

To ensure full consideration, application materials must be received by 04/16/2021. All candidates must create a candidate profile through <https://jobs.illinois.edu> and upload the following:

Cover letter

Complete curriculum vitae or resume

List of three professional references, including contact information

Interviews may take place prior to the search close, but a hiring decision will not be made until after that date.

For further information regarding the position, please contact Search Committee Chair, Professor Arnab Chakraborty at arnab@illinois.edu. For further information regarding application procedures, please contact HR Coordinator, Margo Kiener at kiener2@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#). As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility.

EEO/AA Policy

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.

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The School of Architecture works with partners both in the discipline and the university to ensure constant improvement with regard to access for all, regardless of race, ethnicity, gender, or sexual orientation. Applicants with demonstrable commitments to social justice, and a reflective approach to transforming the discipline with respect to inclusion and anti-racism are strongly encouraged to apply.

Contact Information

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

Contact Margo Kiener
School of Architecture
University of Illinois, Urbana-Champaign
Champaign, IL 61820

Contact E-mail kiener2@illinois.edu.