

Associate Director for Curricular and Academic
Programming
University of Illinois, Urbana-Champaign

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Posted May 22, 2024, set to expire Sep. 23, 2024

Job Title Associate Director for Curricular and Academic Programming
Department School of Architecture
<https://arch.illinois.edu/>
Institution University of Illinois, Urbana-Champaign
Champaign, Illinois

Date Posted May 22, 2024

Application Jun. 6, 2024

Deadline

Position Soon after close of search.

Start Date

Job Associate/Assistant Director
Categories

Academic Administration - Academic Unit
Field(s)

Job Website <https://illinois.csod.com/ux/ats/careersite/1/home/requisition/10396?c=illinois>

Apply <https://jobs.illinois.edu>
Online Here

Apply By
Email

Job
Description

As the lead coordinator for the School's undergraduate and graduate programs, this position will work with the Director, coordinators of academic programs, 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 Curricular and Academic Programming is

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responsible for coordinating and implementing curricular strategy across the School's undergraduate and graduate degree programs, working with the Director to staff a consistently exciting and engaging collection of architectural learning experiences. Along with the Associate Director for Student Affairs, the Associate Director for Curricular and Academic Programming ensures a strong and consistent student experience reflective of goals for excellence established by the faculty, coordinators of academic programs, and Director.

Duties & Responsibilities:

Academic Programming

- Oversee the inputting and updating of class schedules to the office of the Registrar and Scheduler.
- Work with Director and Program Area Chairs to direct and announce teaching and classroom assignments.
- Oversee the coordination of the Final Exam Schedule with the appropriate campus office, including course time/dates, and communicate to the faculty the timing of grades submission.
- Coordinate the book and course materials needs with the bookstore and the provost's office.
- Coordinate schedule, budget, and travel logistics with faculty and business office for all offsite events for classes and studios.
- Update the Office of the Provost catalogue of courses and degree compliance and accuracy every academic year.
- Collaborate with leaders in various international programs to coordinate course needs and enrollment capacities.

Curricular Implementation

- Work with the Director, Coordinators for Programs and Curriculum, and faculty members to identify, implement and process opportunities for revision and expansion in response to emerging disciplinary needs and concerns.
- Work with the Curriculum Committee to enact revisions to courses and curricula for Undergraduate and Graduate programs, including but not limited to minor, BSAS, M.Arch, M.Arch 2+, MS, PhD,
- Coordinate and help implement new certificate programs and courses aligned with them.
- Work with the FAA Senior Assistant Dean for Academic Programs to process all curricular changes through the University system, maintaining annual updates and monitoring all course content and curricula for compliance with NAAB, NCARB, Illinois Board of Architects, Provost Office, the Higher Learning Commission, and the Department of Education.
- Liaise with other College of Fine and Applied Arts Units to develop curricular collaborations.

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- Serve as the contact person and on-campus coordinator for the Barcelona Program in coordination with the program director, associate director for internal studies, and graduate and undergraduate studies coordinators.
- Coordinate the Architecture Barcelona-Chicago (ABC) Studio and Chicago Studio.

Administrative

- Work with the Director, Coordinator for Undergraduate and Graduate Studies, and Program Area Chairs to determine teaching assistant (TA) needs for studio, core, and elective courses.
- Develop, implement, and lead the hiring process for all TAs, RAs, GAs.
- Participate as the Academic Affairs representative in the Architecture Students Association Council (ASAC)
- Oversee all classroom needs and requirements, including supplies, equipment, and studio arrangement.
- Collaborate with the Coordinator for Graduate Affairs on Studio Reviews and Graduate/Professional Advisor and Coordinator of Outreach on the Career Expo.
- Serve as the liaison on matters relating to student affairs and record with the Admissions and Records Officer and the Registrar.
- Working with the Business Office and FAA Facility Manager to address any building infrastructure need.

Minimum Qualifications:

- Bachelor's degree in Architecture or related field.
- A total of three (3) years of education, training, and/or work experience in programs of assistance to students in higher education or advising. (Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.)

Preferred Qualifications:

- Master's degree in architecture, higher education, or related field.
- University of Illinois advising experience.
- Experience using SLATE, Banner, DARS (or similar) student record systems.

Knowledge, Skills and Abilities:

- An interest in design or design-related fields is required.

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- Demonstrated ability to respond to concerns, motivations, and learning patterns of graduate students.
- Knowledge of Illinois School of Architecture.
- Excellent communication skills, organizational skills, interpersonal skills, and strong written and oral skills.
- Ability and commitment to working with culturally diverse groups.

Appointment Information:

This is a 100% full-time Civil Service 5002 - Program Coordinator position, appointed on a 12-month basis. The expected start date is as soon as possible after the close of the search. Minimum salary for this position is \$75,000.00. We strive to provide a competitive salary, considering factors such as available market data, internal equity, candidate experience and qualifications, collective bargaining agreements, and budget constraints. The final salary offer will be determined through a thorough assessment of these elements.

For more information on Civil Service classifications, please visit the SUCSS web site at <https://www.sucss.illinois.gov/pages/classspec/default.aspx>.

Application Procedures & Deadline Information:

Applications must be received by 6:00 pm (Central Time) on June 6, 2024. Apply for this position using the Apply Now button at the top or bottom of this posting. Application materials should include a cover letter, a current resume, and at least three references, including contact information. Work authorization sponsorship is not available for this position.

In order to be considered as a transfer candidate, you must apply for this position. Applications not submitted through <https://jobs.illinois.edu> will not be considered. If required by the position, transcripts or other documentation of credentials are to be provided no later than the first day of employment. For further information about this specific position, please contact Jen Cochrane at walburnc@illinois.edu. For questions regarding the application process, please contact 217-333-2137.



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Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process.

Requests may be submitted through the reasonable accommodations [portal](#), or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing accessibility@illinois.edu.

Contact Information

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

Contact Jen Cochrane
School of Architecture
University of Illinois, Urbana-Champaign
Champaign, IL

Phone Number 217-333-2137
Contact E-mail walburnc@illinois.edu