

Program Director of the Women's College Partnerships  
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=247588>

Downloaded On: Oct. 28, 2024 12:25pm

Posted Oct. 24, 2024, set to expire Feb. 23, 2025

**Job Title** Program Director of the Women's College Partnerships  
**Department** Academics  
**Institution** Marian University  
Indianapolis, Indiana

**Date Posted** Oct. 24, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Student Affairs

**Job Website** <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=312e84d8-155d-4c6b-a4b7-a7f5111a542c>

**Apply By Email**

### Job Description

#### Job Details

#### Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks a Program Director of the Women's College Partnerships (WCP) to promote our Catholic Franciscan mission and identity by overseeing the day-to-day operations of the WCP at the Indiana Women's Prison. The individual in the position is responsible for the success of the program's mission to ensure a stable and thriving college opportunity for incarcerated women in Indiana.

The Program Director will consult and collaborate with the WCP Steering Committee and Academic Administration concerning curricular development and offerings, faculty recruitment and supervision;

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will coordinate logistics with the Administration of the Indiana Women's Prison (IWP); and will serve as liaison between IWP, the Indiana Department of Corrections, WCP students, faculty, staff, and Steering Committee and Administration of the University. The position may also include teaching opportunities. As a result of their position, the Program Director serves as the embodiment of the University to the students and staff of the IWP. The responsibilities must be performed by the Program Director in a consistent, reliable, transparent manner in order to create a learning opportunity for the students that is distinct in temper and mechanics from the settings in which it is embedded.

### Essential Duties and Responsibilities:

Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.

Work effectively with the WCP Steering Committee and MU Administrative to develop and continuously improve the curricular offerings for AA and BA degree programs in this setting. This includes faculty selections, academic calendar planning within the constraints of the University and IWP, course selection and scheduling for student progression, and maintenance of handbooks and other documentation necessary for the smooth operation of the learning experience. In addition, the Director will lead planning for commencement and graduation logistics for the location.

Coordinate all student advising and support. This shall include necessary student affairs and financial aid roles at the location.

Coordinate all student-faculty communications outside of instruction, and especially that involving academic standing and degree pursuit.

Maintain a professional and highly functional relationship with the necessary staff from IDOC and IWP, including all volunteer and faculty training, necessary 'gate clearances', and other paperwork required or expected by IDOC and IWP staff.

Manage/Supervise all WCP hires in their WCP roles. This includes any faculty or staff as their work pertains to the program.

Work alongside MU Administration to develop the long-range vision and strategic plan for the success of the WCP. This work will focus on the longevity and stability of college access at IWP and may also include growth of opportunities for women in similar situations and the coordination of developing financial support for the WCP with the MU Institutional Advancement team.

Coordinate reentry support for students through individual preparation and logistics, both pre-and post-release.

Additional responsibilities as assigned by the supervisor.

University Expectations:

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Knowledge of and a commitment to the mission of Marian University.

Adheres to Marian University's policies and procedures.

Shows courtesy and respect in interactions with fellow employees, students subordinates, and supervisors.

Communicates regularly with supervisor about Department Issues.

Meets department productivity standards.

Participates in developing department goals, objective, and systems.

Assists to establish department measurements that align and support the accomplishment of the University's strategic goals.

Adheres to the department budget.

Required Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

To be qualified for this position the candidate should have earned a Master's level degree or beyond. Preference will be given to those holding a terminal or professional doctorate.

Demonstrated experience in the administration of programs and funding is expected.

The applicant must have strong organizational skills with attention to detail.

Interpersonal skills, including excellent written and oral communication skills are a necessary part of this position.

Essential Functions

Work hours necessary to perform job requirements satisfactorily on regular basis.

Manage absence from work in responsible manner to ensure service to clients, work teams, and coworkers.

Comply with Marian University policies and practices and seeking clarification of them when necessary.

Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

Cover Letter

Current resume or CV

Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.



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Responses to the supplementary mission & identity questions.  
Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

### **Contact Information**

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

### **Contact**

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