

Director of the Personalized Learning Center
Marian University

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Downloaded On: May. 14, 2024 12:27am

Posted Dec. 21, 2023, set to expire Dec. 14, 2024

Job Title	Director of the Personalized Learning Center
Department	Personalized Learning Center
Institution	Marian University Indianapolis, Indiana
Date Posted	Dec. 21, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Teaching & Learning
Job Website	https://marian.peopleadmin.com/postings/3481
Apply By Email	
Job Description	

Position Title

Director of the Personalized Learning Center

Job Description

As part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks a Director of the Personalized Learning Center to promote our Catholic Franciscan mission and identity by providing an innovative educational experience for students with disabilities. The person in the director role must be able to implement plans and achieve defined goals of the Personalized Learning Center while providing vision and leadership. The director must have excellent communication and organization skills. Experience leading a team of professional staff and experience serving students with disabilities is required.

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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.
- Provides leadership and supervision in the administration, organization and development of academic support services for students with disabilities.
- Sets strategic priorities and direction while managing the daily operations of the Personalized Learning Center.
- Provides oversight for the assessment and effectiveness of programs and services offered through the Personalized Learning Center.
- Plans, organizes and coordinates professional development opportunities for faculty, staff, students, and campus partners.
- Responsible for developing effective and efficient policies and procedures for students seeking disability services.
- Assists the Office of Enrollment Management and the Office of Marketing and Communication in the planning of outreach and recruitment events.
- Directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, programs, operations, and activities.
- Facilitates the acquisition of equipment, technology and other academic needs for students with disabilities.
- Provides academic coaching to students on matters pertaining to academics, employment, accommodations, and services to further student success.
- Coordinates strategies and identifies solutions to challenges and barriers encountered by students with disabilities.
- Interprets and implements university policies and procedures. Ensures compliance with all state and federal laws.
- Assists with writing grants to support the Personalized Learning Center and autism program when opportunities are presented.
- Additional responsibilities as assigned.

Required Qualifications

Required Qualifications:

- To be qualified for this position the candidate must have a master's degree in higher education, student affairs, disability studies, counseling or an equivalent field of study.

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- Preference given to candidates who have experience in the administration of a program for students with disabilities in an institution of higher education.
- Experience leading a team of professional staff and experience serving students with disabilities.
- Must have a working knowledge of Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Amendments Act of 2008, the Family Educational Rights and Privacy Act (FERPA), and other appropriate laws.
- Excellent communication and organization skills.

Review of applications will begin immediately and continue until the position is filled. Applications require a cover letter, a current resume, contact information for three professional references, and responses to the supplemental mission questions.

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

Preferred Qualifications

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

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

Contact Information

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

Contact

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