**Director of Leadership Studies**

.25 FTE reassigned time is associated with the position

**Leadership Studies Director Duties & Responsibilities**

1. Manage curriculum, including catalogue updates and curricular revisions
2. Manage class offerings, including scheduling courses each semester, in the summer , and finding faculty to teach the courses
3. Advise students pursuing a Leadership Studies minor
4. Coordinate and review capstone projects and materials in the Leadership Certificate and Leadership minor
5. Review and approve graduation plans
6. Teach one Leadership course per year
7. Advise library regarding Leadership Studies holdings and new material orders
8. Manage Leadership Studies budget
9. Complete required university reports
10. Coordinate the selection of the Leadership Studies Student of the Year
11. Maintain the Leadership Studies files and history (curricular, budgetary, staffing, correspondence, reports)
12. Serve as the on-campus contact person for information and resource of concern regarding Leadership Studies
13. Organize forums, speakers, workshops, or other activities related to campus and community leadership events
14. Arrange and facilitate meetings with the Leadership Studies Council
15. Work with the Leadership Studies Council to develop community outreach partnerships where possible
16. Coordinate assessment of the Leadership Program

**Qualifications**

1. Faculty member with a terminal degree in an area that supports (i.e., provides courses for) the Leadership Minor or Certificate
2. Can demonstrate an ability to effectively communicate and collaborate with both on-campus entities (i.e., faculty, staff and administration), and off-campus organizations and agencies