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## **Associate Director of Applied Leadership**

Muskingum University

**Location:** New Concord, Ohio, USA

**Closing Date:** This position will remain open until filled, with review of candidates to begin immediately.

Muskingum University invites applications for an Associate Director of Applied Leadership. The successful candidate will support the Executive Director of Applied Leadership in advancing the development of a growing roster of academic and co-curricular leadership programs at both the undergraduate and graduate levels.

## **MAJOR RESPONSIBILITIES**

### **Graduate Program Responsibilities**

- Recruit students for the Master of Applied Leadership and Doctor of Applied Leadership programs.
- Present the Master of Applied Leadership and Doctor of Applied Leadership programs to potential students and stakeholders in person and virtually.
- Advise students in the Master of Applied Leadership and Doctor of Applied Leadership programs on appropriate courses and policies to successfully complete their degree.
- Obtain and manage mentors for students enrolled in the Master of Applied and Leadership and Doctor of Applied Leadership programs in collaboration with university partners (e.g., Alumni Relations and Advancement.)
- May teach in the Master of Applied Leadership Program dependent on qualifications.

### **Undergraduate Program Responsibilities**

- Partner with the Executive Director of Applied Leadership to develop, implement, and manage applied curricular and co-curricular leadership development programming for Muskingum's undergraduate population through the Muskingum Leadership Academy.

- Collaborate with student life educators, faculty, athletic coaches, and student leaders to expand the breadth and depth of undergraduate leadership development programming.
- Provide administrative support and structure for Muskingum University's Fellows programs.
- Team with Muskingum University's IMPACT Center to offer opportunities for high-impact learning experiences specific to leadership.
- Develop and manage certificates and badges to award and track student leadership development.
- Present workshops designed to facilitate student leader development.
- Plan and project budget needs for undergraduate leadership programming.
- Supervise undergraduate students and graduate students in implementing undergraduate leadership programming.
- Create and implement a means of assessing the impact of Muskingum University's undergraduate leadership initiatives.
- Maintain knowledge of best practices and evidence-based approaches for developing student leaders.
- Maintain visibility in respective professional organizations.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Master's degree in leadership or leadership-related discipline required; doctorate preferred.
- Experience in developing and managing undergraduate leadership programs.
- Experience in student recruitment.
- Ability to develop a strong rapport with various stakeholders, including undergraduate students, graduate students, faculty, staff, administrators, alums, and donors.
- Demonstrable leadership, team building, presentation, and relationship-building skills in a collaborative setting.
- A clear understanding of the educational needs of traditional undergraduate students and adult working professionals.
- Ability to collaborate with multiple stakeholders.
- Strong organizational skills.
- Excellent communication skills.

- Creativity and flexibility.
- Ability to make decisions with sound judgment and a realistic understanding of issues.
- Ability to work occasional evenings and weekends.

## **HOW TO APPLY**

Applications must include a letter of interest, a resume, and 3 professional references. The list of references should include each reference's email address, phone number, and a brief description of your relationship to the reference. Applications should be sent by email to [careers@muskingum.edu](mailto:careers@muskingum.edu) or faxed to 740-826-6131. Please include the position title in the subject line of your correspondence. This position will remain open until filled, with review of candidates to begin immediately.

Muskingum University actively seeks out and welcomes administrators and staff who are committed to excellence in student learning, consider the engagement of diverse communities in the University's educational programs and activities, and are committed to full inclusivity at the University. As an equal opportunity employer, Muskingum welcomes applications from individuals from populations, which have been historically underrepresented in higher education and/or have experience working with students from diverse backgrounds.

Muskingum University does not discriminate in its employment or educational programs or activities. Please visit <https://www.muskingum.edu/non-discrimination-statement> to review the university's official non-discrimination statement.