Job Description

Title: Faculty Liaison

Department: College of Continuing Studies (CCS)

Reports to: Associate Director of CCS

FLSA Status: Exempt

Job Summary
The Faculty Liaison is a part-time position supporting student service matriculation efforts, campus operations, faculty development and program support.

Mission
Promote the education of the whole person in the context of a Christian community in which students are encouraged to develop a love of learning and to live lives of balance, generosity and integrity.

A. Programs, Recruitment, and Matriculation
   • Coordinate with Marketing through the CCS staff to provide social media updates.
   • Support Student Services in efforts to contact relevant students and promote continuing educational opportunities within St. Gregory’s University.
   • Work with the Alumni Director and Corporate Recruiter to support enrollment efforts and promote tuition reimbursement, career opportunities, and internships.
   • Co-Chair the local Business Advisory Council.
   • Develop project-based curriculum concepts in conjunction with relevant Department Chairs.

B. Operations & Administration
   • Develop a Learning Management System (LMS) course to be used as a training module for adjunct faculty.
   • Monitor market needs for course and scheduling options relevant to demand (i.e. weekend courses, daytime delivery, etc.).
   • Coordinate faculty meetings, agenda, and training.
   • Offer on-site supervision to adjunct faculty.
   • Maintain career services for the campus, including job/internship postings and developmental workshops.
   • Determine feasibility and subsequently schedule non-credit technical training opportunities (i.e. Microsoft, Lean Manufacturing, Six Sigma, etc.) for the community and students.

C. Faculty Development
   • Compile a database of faculty tools, websites, methodologies, resources, etc. that can be posted to the faculty LMS site.
   • Develop and oversee a peer observation schedule.
• Create a faculty mentor program.

Other responsibilities
• Attend accelerated-program academic policy committee meetings, administrative staff meetings and faculty meetings.
• Prepare reports as directed.
• Meet regularly with Associate Director.
• Attend appropriate local, regional and national conferences as part of ongoing professional development.
• Other duties as assigned.

Qualifications
Master’s degree in related field required. Two or more years work experience in accelerated higher education and staff supervision preferred. Must possess excellent management, organization interpersonal, writing, presentation skills and the ability to work well with staff, faculty and students.

Physical/Mental Demands Required
Primarily sedentary work requiring the ability to lift/carry a maximum of 25 pounds; physical requirements include frequent bending, standing, walking; continuous ability for speech communication and hearing in order to communicate with employees and the public, vision for reading, recording and interpreting information, and ability to sit for long hours at a time. Mental demands require continuous ability for both oral and written communication; frequent problem solving and concentration; and occasional analytical ability and creativity. Frequent hand/eye coordination to operate personal computer and office equipment.

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Last Revised: 03/03/15