

# City University of Seattle

## Director of Graduate Programs

### Job Description

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Division: Academic Affairs Department: Graduate Programs  
Reports To: Deans of Academic Affairs, Europe & Rector, VŠM  
Effective Date: July 2008  Exempt  Non-Exempt  
Salary Scale:

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**Summary:** Manages the academic affairs of Master's level programs in Europe and the Magister courses in Slovakia. Administers the daily program-related tasks

#### **Supervisory Responsibilities:**

- Supervise the following positions: Instructors
- Organize faculty meetings.
- Interview, hire, and train employees; plan, assign, and direct work; appraise performance and conduct teaching observations; coach, reward and discipline employees; address complaints and resolve problems
- Carry out supervisory responsibilities in accordance with City U policies and applicable laws.

#### **Academic and Administrative Responsibilities:**

- Oversee and monitor all graduate programs classroom, online and hybrid (MBA, Mgr.) courses taught in Slovak and English, including the end of course evaluation process.
- Work with Deans, Curriculum Coordinator, and City University personnel to introduce new MBA to partners and students and implement new MBA in Fall 2009.
- Conduct new student orientations and presentations about graduate programs for CU/VŠM undergraduate students prior to graduation.
- Respond appropriately and timely to students' and faculty's complaints, concerns and petitions.
- Communicate with appropriate staff in Bellevue, Slovakia, Romania, Czech Republic, and Bulgaria regarding policies, procedures and initiatives of City University and VŠM graduate programs.
- Communicate with Instructional Materials Coordinator and Curriculum Coordinator to ensure appropriate course support.
- Ensure compliance with all University policies and procedures, including English proficiency testing, and ensure that employees follow them.

- Collect, check and approve MBA and Mgr. syllabi; coordinate maintenance of web page (evaluations, uploader and bulletin board; posting syllabi, grades and schedules).
- Facilitate HR processes (contracts and payment).
- Attend Academic Management meetings and Rector's Council meetings
- Collect grades and forward them to the admissions' office
- Cooperate with the Marketing and Recruitment Departments to participate in presentations of the Graduate Programs as needed.
- Other duties as assigned.

**Minimum 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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- An accredited master's degree or higher.
- Minimum of two years of post-secondary education teaching experience.
- Managerial experience
- Excellent organizational, planning, interpersonal, presentation and communication skills.
- Ability to work both independently and collaboratively within groups.
- Proficiency with MS Office products
- Fluency in English and Slovak.

Please email your resumes to [abusikova@vsm.sk](mailto:abusikova@vsm.sk) by August 15, 2008.