



ST. FRANCIS COLLEGE

THE SMALL COLLEGE OF BIG DREAMS

St. Francis College, Brooklyn (the “College”) is embarking on an ambitious plan to revitalize the College even as it remains true to its core mission: private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, social responsibility, and life-long learning. As a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, to creating conditions so that students will learn the technical skills necessary to navigate a 21st Century workplace while never losing sight of the importance of ensuring that all students learn to cultivate their humanity, the College is expanding its offerings, its services and the ways it engages in and beyond its campus. In short, it is an exciting time to join the St. Francis College Community.

Position: Director of the Center for Teaching, Learning, and Faculty Development

Reports to: AVP Academic Affairs, Dean of the Curriculum and Student Support

Position Summary: St. Francis College seeks a seasoned professional able and eager to build a Center for Teaching, Learning and Faculty Development (CTLFD) with a focus on excellence in face-to-face, hybrid and online delivery methods. The Director will have the opportunity to envision and develop the scope of a CTLFD and oversee the development or expansion of the College’s initiatives across three domains: innovative pedagogy, curriculum design and assessment, and faculty training. In addition, the person in this role will be central in developing an Institute for Faculty Excellence at the College. The responsibilities of the Director will include serving as liaison to academic programs and faculty, administration of all aspects of the Center, and having the vision and expertise to direct the College on best practices and innovations in pedagogy. The Director will report to Academic Affairs to ensure nurturing of the relationships with the faculty, library, and student services support.

Duties and Responsibilities:

- Convene and collaborate with an advisory group that includes the faculty, the Faculty Director of Assessment, representatives from the Office of Institutional Effectiveness and Accreditation, the Office of Online Learning and Program Development, and other administrative offices of the College.
- Develop a three year timeline for meeting goals and objectives that is consistent with the College’s strategic plan.
- Serve as a resource to train faculty and staff in areas defined as need-areas by the Office of Institutional Effectiveness and Accreditation.

- Develop, implement and evaluate progress toward goals and objectives of the Center to provide pedagogy/curriculum development, leadership development (e.g., training for new chairs and directors) and support for faculty service.
- Work with colleagues to prepare grants to secure funding for the Center.
- Collaborate with Assessment Coordinators, Deans and CTLFD Advisory Committee in development of assessments for all students appropriate to their programs.
- Survey faculty for areas of interest and needs in professional development.
- Coordinate faculty development programs, including retreats, workshops, brown bag series and guest speakers and implement quality assessment of programs.
- Create and maintain data regarding faculty involvement, satisfaction and use of services.
- Perform all other related duties as necessary; perform all other duties as directed.

Minimum Qualifications:

- Ph.D. degree in humanities, education, English, reading, adult literacy, curriculum and instruction, or related field.
- No less than five (5) years' of relevant work experience in higher education, which must include some teaching and some administrative experience.
- Knowledge of current research, learning theory, best practices, and standards of excellence in providing learning support for students.
- Demonstrated understanding of uses of technology for multimodal learning.
- Demonstrated ability to communicate effectively and diplomatically with a diverse group of students, faculty, administrators and staff both individually and in group settings, in person and through various technologies.
- Skill in writing, editing and proofing correspondence and reports in the appropriate administrative style.
- Ability to work independently, time manage well, and communicate effectively with supervisors, peers, staff and students at a distance.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of an inclusive multi-cultural college community and the Franciscan traditions of St. Francis College.
- An appreciation of working in an inclusive, engaging and diverse college environment.
- Ability to work with a diverse student and staff population.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is strongly committed to diversity and inclusion on our campus and all qualified applicants will receive consideration without regard to age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence or any other characteristic protected by law. We are an Affirmative Action, Equal Opportunity employer and we are committed to increasing the diversity of our faculty, staff, students, and the curriculum. Qualified candidates of diverse backgrounds are therefore encouraged to apply.

Interested applicants can apply by clicking [here](#).