

Job Identification

823

Job Category

IC Affiliate

Locations

- 35 Harrington Gardens, London, SW7 4JU, GB

Posting Date

10/21/2021, 10:08 PM

Job Schedule

Full-time

https://ehwy.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/823/?utm_medium=jobshare

Job Description

Ithaca College seeks a dynamic academic and administrative leader to assume the role of Director of the London Center, with responsibility for faculty, staff, students, and facilities, and to provide strategic direction for its future. We seek individuals who share a commitment to embrace inclusive ideas and best practices in all they do, fostering a positive learning environment in a comprehensive study abroad semester for Ithaca College students.

ABOUT THE LONDON CENTER at ITHACA COLLEGE:

<https://www.ithaca.edu/academics/london-center>

POSITION DETAILS:

Provide academic and administrative leadership as well as strategic direction for the Ithaca College London Center, located in London. Assume responsibility for the delivery of student-centered educational opportunities and experiences including classes and co-curricular/extracurricular activities that expand beyond the classroom and foster global citizenship, civic engagement, and lifelong learning. Maintain academic standards of the London Center offerings among faculty and students. Work closely with the International Programs office, Deans, department chairs, and program faculty on the home campus. Develop recruitment plans and strategies for enrollment sustainability and growth. Lead efforts to expand the reach of the Center within the surrounding community through Center activities designed to raise the profile, visibility, and prestige of Ithaca College. Develop and maintain program budgets and curricular offerings and structure. Serve as Academic Advisor to all students studying at the London Center. The Director will be responsible for all Center operations.

This is a 12-month position, including two 16-week academic semesters (fall and spring) as well as summer program offerings. While the official start date is negotiable, ideally, the successful candidate would begin in time to overlap with students, faculty and staff in mid-April, 2022. Due to the nature of study abroad, there are expectations that candidates will be able to work flexibly depending on the needs of the role, during the times when students are in London, and specific weeks when the Center is closed. The compensation range, depending on qualifications and experience, is mid-£50k's. The Director assumes ultimate responsibility for up to 125 students per semester, dealing with emerging issues including overall health & safety.

SUPERVISION:

This position reports to the Senior Director of Study Abroad. This position supervises the Associate Director and provides supervision, guidance, and direction to additional faculty and staff employed by the London Center.

ESSENTIAL DUTIES:

1. Provide strategic leadership in planning, implementing and evaluating academic programs and services offered through the Ithaca College London Center. Ensure goals in the areas of curriculum development, student development, and Center programming are realized.
2. Work in collaboration with the Senior Director of Study Abroad and other colleagues in setting the strategic direction for the London Center. Share ideas with the Office of International Programs, Deans, and department chairs; serve as the steward of the vision and values of the program. Visit the Ithaca College home campus remotely or, if needed, in person.
3. Ensure a well-managed and defined program of trips, events, speakers, and extracurricular activities--creating a 'once in a lifetime' educational experience. Collaborate with Associate Director on implementation.
4. Develop curricula with relevant home campus departments and programs, coordinate instructional services, and evaluate the London Center program. Develop new courses in collaboration with the home-campus faculty, departments, and schools. Support the development of integrated curricular experiences between home-campus programs and London Center course offerings. Serve as ex-officio faculty in a home campus department.
5. Provide vision for expanding the reach of the Ithaca College London center through the development of educational programs and activities of value and interest within the surrounding community. Actively explore opportunities to raise the visibility of Ithaca College, and implement programs and center activities that will defray the cost of maintaining the Center, such as summer programs and facility rentals.
6. Develop effective enrollment and marketing plans for the Center and proactively assist in the recruitment of international students and U.S. students resident in the United Kingdom. Work with the Institutional Advancement Alumni Relations office to support engagement of UK/European alumni in Ithaca College initiatives. Serve as a London-based support for home campus Admission efforts among international students.
7. Ensure internship opportunities meet the needs and interests of the students and that the experience relates to the curricular program goals. Collaborate with the Associate Director, who holds primary responsibility for the work placement/internship program.
8. Serve as liaison between Ithaca College London Center, business and local government, and other higher education institutions. Serve on committees, make presentations, and represent the College at regional, local, professional and organizations.
9. Assume primary responsibility for the overall safety and well-being of Ithaca College students, staff and faculty of the Ithaca College London Center; respond to emergency and other situations occurring during regular and non-business hours; resolve safety and security issues involving Ithaca College students. Serve as the first point of contact regarding the safety and security of facilities (London Center and the Colliers Wood faculty residence).
10. Serve as liaison and mandated reporting person for issues that require Title IX, Student Conduct and Community Standards, Bias Impact, or Public Safety consultation with home campus partners. Address and help resolve concerns or issues with faculty and staff.
11. Assume responsibility for the development and monitoring of the London Center's budget, in collaboration with the Associate Director.
12. Direct a variety of personnel actions to include, but not to be limited to, hiring, merit recommendations, performance evaluation, promotions, transfers, and dismissals; undertake annual performance review of staff and review of lecturers each term. Recruit and hire staff and lecturers. Correspond regularly with visiting sabbatical professors before arrival, welcome them and provide orientation to Colliers Wood [district and house], support and host through the term.
13. Teach one course per term in an appropriate academic field.

QUALIFICATIONS:

Appropriate academic credentials (terminal degree preferred) and strong administrative experience; extensive experience in program development and assessment; demonstrated knowledge of best

practices, current issues, and future trends in international education; understanding of and familiarity with UK Immigration regulations as they pertain to college students; proven ability to work successfully with diverse individuals and historically marginalized groups; excellent organizational, interpersonal, written, and verbal communication skills are required. Successful teaching experience in appropriate field of inquiry. Must be able to provide proof of work authorization in the UK.

APPLICATION INSTRUCTIONS:

Please apply online at <http://ithaca.edu/jobs/> and include a current CV/resume, contact information (email addresses and phone numbers) of three professional/academic references, and a cover letter (not to exceed three pages). The cover letter should contain the following: your interest in this position at this point in your career; a brief statement of the value of study abroad in undergraduate education; a description of how equity, diversity, and inclusion are incorporated into your approach to teaching, learning, and leadership; details about how your experience aligns with the qualifications and expectations of the position as listed above; an introduction to what signature course you might offer in each semester; and anything else that might illuminate your unique contributions for this position.

For full consideration, submit application materials by Monday, November 8, 2021.