



## **POSITION SPECIFICATION**

**Program Director of the B.A. Communication Program  
National-Louis University  
Chicago, IL  
September 2013**

### **About National-Louis University:**

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National Louis University is a private, non-profit, independent institution serving a diverse multicultural population of approximately 10,000 non-traditional undergraduate and graduate students through its three colleges: the National College of Education, the College of Arts and Sciences and the College of Management and Business. Students attend classes primarily on five campuses in the Chicago metropolitan area and three other campuses in Southern Wisconsin and Florida, and a campus in Poland. NLU has a long tradition of serving urban, immigrant, and minority populations. Its programs are highly regarded for the quality of instruction, innovation, small classes that create strong ties between students and faculty, and flexibility in responding to the needs of its largely adult-learner student population, most of whom study part-time while continuing their careers. NLU, founded 126 years ago, has defined a bold new future as a professional university, preparing leaders, predominantly non-traditional learners who are ready to address tomorrow's challenges in the context of increasing global urbanization.

For detailed information about the university, please visit the website: [www.nl.edu](http://www.nl.edu).

### **The Position:**

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National Louis University (NLU) seeks a strategic, energetic, and visionary leader to serve as the founding Program Director for the launch of its new Bachelor of Arts in Communication Program. Preference will be given to candidates who possess a combination of professional experience in public relations, business communications, or journalism, and teaching skills including experience working with educational technology, along with a track record of successfully implementing new programs. Candidates must have a minimum of 30 semester hours beyond Masters' Degree in a closely related field. A doctoral degree is preferred. The position is a non-tenure track role. Assistant or Associate Professor rank.

The Program Director will be responsible for all aspects of this undergraduate program launch and development. The successful candidate will be innovative and results-oriented with a track record of success building relationships and networks with the external community, growing programs, managing effectively, teaching, and committing to excellence that result in a thriving program. S/he will work in partnership with faculty members to develop best practices curricula, programs and related student services. Excellent organizational, communication and time management skills are required, as well as experience with online or hybrid programs, program assessment and learning outcomes.

## Qualifications:

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- Experience as an instructor and/or administrator of higher education communication and related courses. Combination of classroom and online teaching experience preferred.
- Demonstrated ability to recruit, develop, evaluate and retain adjunct faculty to teach courses that are applied, highly engaged and practitioner focused.
- A deep understanding of professional communications, along with progressive knowledge of changing trends.
- A track record of networking in corporate, not for profit, and related organizations.
- An understanding of the educational needs of communication and management professionals.
- Demonstrated ability to develop and maintain external relationships to create internship opportunities.
- Proven experience in managing across functional areas and working collaboratively with other departments to achieve success.
- Ability to listen to divergent views and work collaboratively to achieve results.
- A commitment to quality pedagogy using technology for teaching and learning.

*National Louis University is an Affirmative Action/Equal Access/Equal Opportunity Employer dedicated to the achievement of excellence and diversity among its students, faculty and staff. NLU is committed to fostering a diverse and inclusive community and strongly encourages all qualified individuals to apply.*

## Procedure for Candidacy:

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Confidential review of applications will begin immediately and remain open until finalists are identified.

Click the following link to apply and submit your CV/resume:

**Apply Now**

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=2799037>

## For nominations or further information:

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Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit offers organizations premier services with personalized service, impeccable process, and results that surpass client expectations. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Our focus is on CEO's; presidents; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including advancement, finance, membership, technology, and human resources. Our mission is to facilitate the placement of top talent for mission driven organizations. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Michigan, and California.