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## City University of Seattle - Program Director, Counselor Education

Thank you for considering City University of Seattle in your search.

### About City University of Seattle:

City University of Seattle (CityU) is a distinguished and comprehensive private nonprofit university and an affiliate of the National University System. We are dedicated to providing accessible, achievable higher education to adult learners. As a pioneer in digital learning, we have been delivering online education for over 40 years. CityU is ranked by the U.S. News & World Report among the top for online bachelor's degree programs, and among the top online programs for veterans in the U.S. CityU prides itself on having a completion rate of twice the national average according to data from the Chronicle of Higher Education.

CityU has over 20 locations in the Northwest and worldwide. Many of our degree, certificate and endorsement programs are offered online, in-person, mixed-mode and in performance-based formats. Aside from its flagship campus and headquarters in Seattle, CityU offers programs in Canada, China, the Czech Republic, Mexico, Slovakia, Switzerland, and Vietnam.

### Job Description:

*CityU seeks a qualified Program Director to bring real-life experience to the learning environment. The successful candidate will have a practitioner focus and is encouraged to continue his/her development as a facilitator of learning. Demonstrated experience of connecting academic curriculum to relevance in the workplace is highly desired.*

### Job Summary:



The Program Director reports to the Dean and is accountable for a quality student experience by providing visionary leadership and management to ensure success of the Counselor Education program, including program design, assessment, technology integration, implementing equity, diversity & inclusion initiatives, and curriculum development. Leads and manages teaching faculty, fosters student development, and actively engages in academic governance.

### Essential Duties and Responsibilities:

- Directs operations of the Counselor Education Program including curriculum assessment, review, and development. Maintains program currency and leads the effort to review and revise programs to enhance student learning experience.
- City University of Seattle's full-time core-faculty teaching load consists of 40 credit hours per year within compensation. The Program Director will be granted 25 course credit hours of release time per year because of administrative duties. Models excellence in teaching and learning, and fosters student development.
- Oversees faculty performance to ensure program quality. Responsible for hiring, developing, evaluating, and managing expectations of faculty. Ensures effective orientation, training, mentoring, and coaching for faculty to foster a respectful, empowering learning environment that contributes to a positive faculty and student experience. Partners with appropriate offices to ensure timely and optimal faculty nominations to courses.
- Ensures that program curriculum is in alignment with the CityU Academic Model and CACREP standards, focusing on application and current practice. Assigns course ownership as appropriate for ongoing curriculum relevancy.

### Preview

Category: Administrative Faculty

Subscribe:  

Department: School of Health and Social Sciences

Locations: Seattle, WA

Posted: Aug 9, 2021

Closes: Sep 22, 2021 - 4:41 PM EDT

Type: Full-time

Position ID: 134990



- Advocates for student learning and engagement. Responsible for retention and graduation/completion rates of students in the program and developing proactive interventions to assist at-risk students.
- Responsible for fiscal health of the program, monitoring revenue including headcount, enrollment and registered credits. Oversees quarterly and long-term schedules to ensure appropriate offerings for student to make degree progress, as well as managing teaching costs.
- Influences academic and institutional governance through leadership and participation on councils and committees.
- Participates in and promotes professional communities in area(s) of expertise.

**Requirements:****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 earned doctoral degree in Counseling Education or related fields, preferably from a CACREP-accredited institution. Desired expertise in Clinical Mental Health, Marriage, Couple and Family Counseling, Professional School Counseling, and Addiction Counseling.
- Experience in Counseling Education & Supervision.
- 3-5 years proven experience in teaching, preferably in both in-class and online modes of educational delivery.
- Experience in higher education management and adult education.
- Ability to address academic-related issues and concerns in support of retention and student success.
- Ability to work comfortably with and manage virtual teams.
- Excellent oral, written and interpersonal skills. Must be able to relate to and communicate with diverse students, faculty, staff, and external communities.
- Ability to present a professional image on behalf of the academic school and CityU.
- Proficiency with Microsoft Office products and learning management systems in support of quality teaching and learning.

**Additional Information:****Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit, talk, hear, and perform repetitive motions of the hands or wrists.
- The employee is occasionally required to stand, walk, grasp or handle, stoop or bend, and reach.

**Working Conditions:**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is generally performed indoors in a typical office/classroom setting.
- Evening and weekend hours are required in this position.
- Travel, including the possibility of overnight travel, may be required.

**Salary information:**

\$85,000 – \$90,000/year

**Benefits information:**

We offer a comprehensive benefit package including Paid time off, Health insurance, Dental insurance, Healthcare spending or reimbursement accounts such as HSAs or FSAs, Other types of voluntary insurance, Retirement benefits or accounts, Education assistance or tuition reimbursement, Commuting/travel assistance, and Workplace perks such as food/coffee and flexible work schedules.