



BOISE STATE UNIVERSITY

**Assistant Director/ Clinical Faculty  
Leadership Certificate Program  
College of Innovation and Design  
Requisition # 200072**

**Boise State Introduction**

Boise State University, powered by creativity and innovation, stands uniquely positioned in the Northwest as a metropolitan research university of distinction. Learn more about Boise State and the City of Boise at <https://www.boisestate.edu/about/boise-and-beyond/>.

Boise State University is committed to increasing the diversity of its faculty, staff, students, and academic program offerings and to strengthening sensitivity to diversity throughout the institution. Boise State University is an affirmative action/equal opportunity employer, and members of historically underrepresented groups are especially encouraged to apply. We are a welcoming campus that supports diversity and inclusion. Learn more about Boise State and the City of Boise at <https://go.boisestate.edu/join-our-team/>.

The College of Innovation and Design is an interdisciplinary college created to help shape the future Boise State. We launch and test distinctive programs that provide the university and our students a competitive advantage in the areas of employability, access, affordability, and/or interdisciplinary scholarship. Learn more about our unique college at <https://boisestate.edu/cid>. Learn more about the Leadership Certificates at <https://www.boisestate.edu/leadershipcertificate/>

**Position Overview:**

The Leadership Certificate Program offers an online and in-person certificate open to all majors, which approaches leadership as a relational process. Students gain insight into the challenges facing today's leaders and have the opportunity to hone their personal leadership style to address these challenges. Integrating the fields of leadership and personal development, graduates are primed to be high-integrity change agents in their discipline and in the world. Our program is experiencing strong growth, particularly online, and we are seeking a full-time Assistant Director/Clinical Faculty to join our team. This is a hybrid position that involves intensive teaching, supervision of adjuncts, and administrative duties. Clinical faculty at Boise State are career-oriented, education-focused, non-tenure track positions that enjoy competitive salaries and benefits.

**Duties and Responsibilities:**

- Instruction: deliver high quality and high impact leadership curriculum to students, in-person and online.
- Administrative: manage administrative duties such as course scheduling, enrollment tracking, responding to student and community inquiries, and other duties as assigned.
- Mentorship: serve as the Lead Instructor and mentor for online courses with multiple instructors.
- Assessment: monitor and analyze achievement of course and program learning outcomes to ensure consistency across instructors and maintain the academic integrity of the program.
- Advising: advise students in the certificate program on progress toward completion.
- Community engagement: explore partnerships in the public and private sector; stay up to date on emerging industry needs.

**Minimum Qualifications:**

- Master's degree from an accredited university in a leadership-related field.
- Two years of university teaching experience.
- Excellence in teaching as evidenced by student evaluations, peer evaluations, sample syllabi, and supervisor references.

**Preferred Qualifications:**

- Ph.D. or Ed.D. (or equivalent) from an accredited university in a leadership-related field. ABD candidates welcome.
- Experience in online course development.
- Experience in program administration.
- Experience recruiting and/or advising students.
- Experience mentoring and/or supervising instructors.
- Experience in creating content for social media platforms for program promotion and/or community engagement.
- Commitment to creating inclusive and culturally sensitive learning environments and curriculum.

**The successful candidate will possess the following:**

- The ability to create and sustain community, industry, and campus partnerships.
- The ability to complete detailed administrative tasks and develop efficiencies in processes and procedures.
- The ability to communicate and work on a team effectively. Specific communication skills include the ability to collaborate, provide feedback in order to maintain high academic standards, and generate a sense of community in online environments.
- A commitment to growing cultural competency as an instructor and leader.

**Required Application Materials:** Please submit a cover letter indicating your interest and qualifications for this position. In the cover letter, address the following items in this order: 1.) Your definition of and perspective on leadership, 2.) your teaching philosophy in brief and examples of your teaching effectiveness, 3.) your administrative experience including mentoring and supervision of instructors, 4.) your interest and ability in working in a team environment, 5.) your interest in and commitment to creating inclusive and diverse learning environments. Include a CV that includes employment history (including dates of employment).

**Closing Date:** We will begin reviewing applications on March 1, 2020.

**About Boise:** <https://go.boisestate.edu/join-our-team/>