MAJOR PURPOSE:
The Program Director is responsible for operational, administrative, and fiduciary oversight of the MS in Computer Science (MSCS) program, including strategic planning, curriculum development, faculty hiring and development, class scheduling, student programming and assessment, budget allocation and compliance, and staff supervision in collaboration with and under the supervision of the Dean of Campus and the Provost Office. The Director coordinates with other programs and functional directors to support market analysis, marketing/recruiting/admissions planning.

ESSENTIAL FUNCTIONS:

Curriculum, Operations & Planning:

- Maintain and improve the MSCS program in San Jose through curriculum audits, yielding course and teaching methodology improvements as necessary.
- Represent the program externally in corporations/organizations (to enhance recruiting and securing internships) in conjunction with the Director of Corporate Learning.
- Responsible for faculty coordination and class scheduling.
- Define and implement annual program objectives.
- Develop additional CS product opportunities (certificates/clinics etc.) in collaboration w/Enrollment & Director of Corporate Learning.
- Recruit, hire, and conduct faculty development for program faculty.
- Recruit, hire, manage, and mentor staff that support teaching and research projects.
- Regularly provide market analysis to position program in the marketplace.
- Develop, maintain, and evaluate academic policies and establish best practices.
- Teach up to two courses a year in the MSCS program.
- Allocate budget and maintain fiduciary oversight.

Student Programming & Management:

- Primary point of contact for students in the program - managing student progression issues and student service.
- Develop and implement student-related curricular and co-curricular programming: including orientation, professional development, social activities, and convocation.
- Serve as the primary advisor regarding course offerings and registration.
- Support international students with additional academic requirements toward their degrees.
- Maintain working relationships with offices campus-wide to plan and execute programming and provide services to students.

Admissions & Marketing:

- Support the domestic admissions team and the international admissions partners vetting prospective applicants.
- Host open houses, recruiting activities, and other public events.
- Maintain a qualification process for applicant review for admissions.

PENDING AVAILABLE FUNDING
Represent the program to both internal and external audiences in support of Enrollment efforts.
- Perform other duties as assigned and needed by the Dean.

**QUALIFICATIONS**

Successful candidates for the position should:

- Possess a Ph.D. in Computer Science, Computer Engineering, or a closely related discipline from a college or university accredited by the U.S. Department of Education or an internationally recognized accrediting organization;
- Demonstrate successful experience as a teacher/facilitator in online and onsite classroom environments;
- Demonstrate expertise in academic administrative and leadership skills and be committed to teaching, research, and service;
- Be active in professional engineering organizations;
- Demonstrate the ability to successfully work with a culturally diverse population;
- Sound Christian testimony with the ability to integrate faith and learning;
- Subscribe to the statement of faith for William Jessup University;
- Subscribe to the community covenant for William Jessup University.

**Minimum Qualifications:**

- Worked, taught and lived in the SF Bay Area for at least 5 years, with a deep understanding of the Silicon Valley Culture and Technology revolution.
- Minimum of seven years' experience working in higher education administration and/or senior level academic program management.
- Flexible availability that includes regular weekend and occasional evening hours.
- Able to work occasional evenings and regularly scheduled Saturday's are required to manage this program. Demonstrated marketing and strategic planning skills; data analysis, and collaborative communication and decision-making skills.
- Demonstrated commitment to the field(s) of higher education administration, student affairs, and/or academic program/curriculum development.
- Exhibits creative, critical, and systemic thinking skills, demonstrate sound judgment and discretion, as well as an ability to identify and resolve issues.

**SKILLS / ABILITIES**

- Ability and willingness to work effectively with international students.
- Willingness to build and teach fully online courses.

**MENTAL DEMANDS**

- Ability to integrate Christian thought and values in all aspects.
- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Ability to communicate effectively in written and oral form.
- Ability to take initiative without direct supervision.
WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with Biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters.

Employee’s performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with Biblical spiritual formation role. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________  ___________________
Employee Signature  Date

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