



JOB TITLE: Program Director

PROGRAM: Digital Communication, Art and Design

SCHOOL: Humanities & the Arts

SUPERVISOR: Dean, School of Humanities & the Arts

MAJOR PURPOSE:

Program Director for the Digital Communication, Art and Design Program is a full-time tenure track faculty position responsible for the overall management of the Program and its faculty, staff and programs as well as oversight of quality preparation, instruction, and learning outcomes related to the Digital Communication, Art and Design curriculum and degree programs. This is a fully on campus position.

The pay range for this position is generally: \$65,000 - \$85,000 annual. Individual pay is determined by a number of factors including relevant education and training, academic and related experience, high demand disciplines, location, and job-related skills.

Position opening 2025-2026, pending available funding.

RESPONSIBILITIES

- Supports and oversees the mission, goals, and objectives of the Digital Communication, Art and Design program
- Integrates Digital Communication, Art and Design programs and curriculum with plans and goals of the School and Jessup University
- Develops, teaches, and designs courses within the Digital Communication, Art and Design program for a variety of modalities, as needed.
- Provides student curricular and career advising and oversees general advising within the program
- Manages program budget and funding opportunities
- Communicates quarterly and when needed with the Digital Communication and Design Advisory Board
- Interfaces with institutional and academic councils and committees for policy and program priorities as requested
- Collaborates with other faculty and staff both within and outside of the Digital Communication, Art and Design program for curricular development, programming, and outreach
- Serves in a direct or advisory role for various internal and external committees and boards in support of the Digital Communication, Art and Design program and/or Jessup University
- Remains current on latest developments of the discipline and oversee related research and other initiatives for the Digital Communication, Art and Design program
- Represents the program to internal and external collegiate and professional communities
- Develops and maintains relationships with professionals in the media, art and communications industries

QUALIFICATIONS

Education/Certifications

- Ph.D. or other terminal degree in a related field; Master's degree(s) in one or more related disciplines with extensive professional experience (accepted)

Required Knowledge/Experience

- Ten or more years of practical experience in Digital Media, Journalism, Marketing/Public Relations, Graphic Design or related fields
- At least three years of college teaching experience, or comparable professional experience

Skills/Abilities

- Highly collegial
- Experience with outreach, media, and events preferred
- Subscribe to the Statement of Faith and sign Community Covenant for Jessup University
- Teaching experience at the college level
- Effective policy, management, and communication skills with demonstrated leadership capacity and achievements
- Sound Christian testimony with an ability to integrate faith and learning

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup University 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 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 30 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. Jessup University maintains its status as an at-will employer. Employees can 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