

Marquette University
South Africa Service Learning Program
Academic Director Position Description

Position Title: Academic Director

Position Reports to: Terence Miller, Director, Office of International Education and the respective Dean from the faculty member's College/School

I. Position Purpose – Summary

The position is temporary with one of two anticipated assignment periods during the 2015-2016 academic year: either July 1, 2015-December 1, 2015 or January 6-June 30, 2016. The position occupant will be chosen from University faculty based on relevant academic, intercultural and administrative experience and capabilities. During the course of this assignment, the Academic Director will assume residence in the Cape Town vicinity.

The essential purpose of this position is to facilitate the academic achievement of the students enrolled in the Program. The Academic Director will be responsible for maintaining effective relations with the University of the Western Cape and the broader community. Additional responsibilities include the facilitation of the living-learning community through weekly reflection sessions, guided readings and individual student interactions and academic advising.

II. Academic and Personal Experience Requirements

- University teaching credentials or other relevant academic, intercultural and administrative experience and capabilities. Priority will be given to tenured or tenure track faculty members.
- Demonstrated commitment to coordinating student support services including but not limited to: counseling services, medical services, crisis management and emergency assistance.
- Strong knowledge and instructional experience in the topics and learning objectives inherent in the program.
- Substantial intercultural competence from frequent cross-cultural experiences both at home and abroad.
- Demonstrated related administrative skills.
- Demonstrated effectiveness in establishing and maintaining productive, collaborative interpersonal relations among diverse groups.

III. **Significant, Representative Functions, Duties and Accountabilities**

- Liaise, interact and collaborate with staff of the University of the Western Cape
- Facilitate with local instructors pedagogical reflections for the Leaders in Grassroots Organizations seminar and the Christian Theology and Global Context courses
- Support living-learning community through weekly reflection sessions, guided readings and individual student interactions
- Monitor Marquette courses with appropriate intervention to ensure quality of instruction
- Provide academic advising for students in terms of course selection as well as enculturation to higher education instruction at UWC
- Conduct assessment measures of learning outcomes in coordination with program learning outcomes, the Resident Director and OIE
- Work collaboratively with the Resident Director to coordinate and participate in local co-curricular excursions for students
- Provide guidance and support processes to ensure overall well-being of students
- Work collaboratively with the Resident Director to write and submit a comprehensive academic and program report at completion of semester
- Work collaboratively with the Resident Director to establish alternating coverage for 24-7 crisis management coverage for program students
- Provide effective transition to successor upon completion of assignment
- Fulfill any additional obligations described in your letter of appointment.
- Provide ongoing out-of-classroom guidance and instruction to students regarding cross-cultural issues.

IV. **Administrative Responsibilities**

- Represent Marquette University to all partners. Effectively communicate the interests and concerns of the Program with regards to tuition increases, course offerings, academic policy, etc.
- Know and execute, as appropriate, Marquette University overseas emergency response protocols. Attend training sessions prior to term of contract through Office of International Education.
- Know and follow Marquette University Policies and Procedures as they relate to short-term faculty led programs, including but not limited to Travel Policy (UPP 1-09) and the Alcohol Policy (UPP 1-11).
- Liaise with the Office of International Education to provide relevant program updates and summaries.
- Write and submit an academic report to the Director of the Office of International Education Chair of the department and Dean of the Klingler College of Arts and Sciences upon completion of the Program.

V. Compensation

The Office of International Education will pay for housing expenses for the Academic Director. In addition, the Academic Director will be allocated \$11,100 USD divided into the following categories: \$3000 (personal expenses including food and internal travel), \$3,000 (airfare to and from Cape Town), and \$5100 (stipend which will be paid through Marquette University payroll). Stipend and personal expense payments (\$8,100) will be treated as taxable income.