

**Eastern Illinois University**  
**School of Extended Learning**  
**Director, Bachelor of Arts in General Studies**

**Position:** Director, Bachelor of Arts in General Studies (BGS) Program (Interdisciplinary Studies (IDS), Effective Fall 2021)

**Function of the Position:**

The Director has overall responsibility for the supervision, administration, and expansion of the Bachelor of Arts in General Studies (Interdisciplinary Studies) Program and for collaborating with other academic units to coordinate the University's education attainment and outreach initiatives.

**Description of Duties and Responsibilities:**

- Supervise, coordinate, and administer all aspects of the B.A. in General Studies (Interdisciplinary Studies) Program including but not limited to recruitment, admissions, academic advising, assessment of prior learning, and graduation certification.
- Provide leadership and institutional advocacy for adult learner opportunities to access high-quality undergraduate degree programs.
- Provide leadership in the development and implementation of policy and procedures related to the B.A. in General Studies (Interdisciplinary Studies).
- Provide leadership in maintaining a quality staff (Academic Support Professionals and Civil Service) through recruitment, evaluation, and professional development.
- Develop and participate in program marketing activities and recruit students using traditional and emerging modalities.
- Coordinate and expand outreach, operations, and program availability at EIU off-campus locations and offices with primary responsibility for the office at Parkland.
- Hire and develop faculty to teach courses with BGS (IDS) prefix.
- Teach courses online and face to face with BGS (IDS) prefix and others to be authorized by other academic departments as needed.
- Maintain the B.A. in General Studies (Interdisciplinary Studies) curriculum with necessary revisions going through the EIU curriculum process.
- Develop program assessment metrics and prepare periodic reports.
- Collaborate with other academic unit to coordinate the University's education attainment and outreach initiative.
- Perform other duties as assigned by the Dean of the College of Education.

**Qualifications:**

Master's degree required, terminal degree preferred. At least three years of experience in higher education working in collaboration with academic units with non-traditional, off-campus, and/or online students and programs required. Demonstration of strong oral and written communication skills. Knowledge and experience working with prior learning assessment preferred. Experience teaching at the college level is required with a preference for experience teaching both face-to-face and online courses. Demonstrated commitment to diversity and experience with promoting inclusive excellence is required.

**Application:**

A complete application will include a letter of application, resume/cv, unofficial transcripts and contact information of five references. Send application materials to <http://apply.interfolio.com/85377>. For questions regarding this search, please contact Peggy Brown, Search Committee Chair at [pabrown@eiu.edu](mailto:pabrown@eiu.edu).

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer - minority/female/disability/veteran - committed to achieving a diverse community*