

## POSITION ANNOUNCEMENT

### **Director of International Study Programs/Program Officer**

Associated Colleges of the Midwest (ACM)

*Chicago, IL*

The ACM seeks a Director of International Study Programs with the rank of Program Officer. The ACM is a consortium of liberal arts colleges that has been active in the increasingly dynamic and competitive field of study away programs since the 1960s. Pursuing its mission today, ACM aims “... *to strengthen its member colleges as leaders and exemplars in liberal learning through significant, innovative, and sustainable collaborations ... by ... fostering exemplary liberal arts learning communities in off-campus studies ...*”

The consortium operates its portfolio of off-campus programs to serve the evolving interests and needs of liberal arts students during the coming decades. This currently includes designing new programs, tailoring outreach to individual campuses, monitoring faculty and student interests, and revamping the website. This position offers an opportunity to help shape ACM’s future in off-campus study for liberal arts students.

The Director of International Study Programs will report to the ACM President. The Director will supervise two Program Associate staff in Chicago and six Program Directors abroad, and also collaborate with directors of off-campus study and faculty advisors for each program who are based on ACM campuses. In addition, the Director works closely with the ACM Vice President, the Executive Director of the Chicago Programs and the Director of Recruiting and Marketing.

Primary responsibilities include:

- \* Managing and developing the international off-campus program portfolio;
- \* Responding to shifting conditions and opportunities to adjust programs in accordance with best practices;
- \* Articulating policies to assure academic quality, ongoing assessment of program effectiveness, safety, financial control and efficient administration;
- \* Collaborating with member college faculty and staff to facilitate program reviews, curricular development and student selection;
- \* Supervising Program Associates (who provide recruiting, orientation, data collection, administrative support and communications with students, parents, campuses and program sites) and on-site Program Directors;
- \* Training and evaluating staff to accomplish the ACM mission;
- \* Helping to develop timely internet materials to facilitate communication with students, faculty, staff and parents.

Required qualifications:

- a) M.A., Ph.D. or other advanced degree;
- b) Proven track record working with faculty and with curricular issues related to off-campus study and their integration with on-campus study;

- c) Five years experience supervising staff, managing off-campus study programs, developing budgets;
- d) Knowledge of trends and best practices in off-campus study and familiarity with the organizations promoting these ends;
- e) Demonstrated record of orientation toward achieving results and showing initiative, creativity and resourcefulness to accomplish goals;
- f) Ability to work effectively with a team;
- g) Experience addressing individual issues through actions that are generalizable as policy;
- h) Orientation to details;
- i) Ability to communicate effectively with diverse constituencies, orally and in writing;
- j) Ability to travel to international program sites, campuses and conferences;
- k) Capacity to work and thrive in a fast-paced, entrepreneurial organization that values collaboration;
- l) International experience.

Preferred qualifications:

- a) Familiarity with liberal arts colleges and their educational mission;
- b) Familiarity with other off-campus study providers, national off-campus study associations, and consortial or membership organizations;
- c) Knowledge of a foreign language;
- d) Experience with assessment of off-campus study;
- d) Quantitative analytic skills;
- e) Experience designing and establishing new off-campus programs;
- f) Familiarity with new media information technologies and their use in marketing or communication within groups.

This is a full-time, 12-month position in Chicago, IL. Salary dependent on experience. Excellent benefits package and a flexible, stimulating environment. Domestic travel to member campuses and national meetings, and some international travel to program sites. Occasional weekend or evening meetings. Position posted online at: [www.acm.edu/intro/positions.html](http://www.acm.edu/intro/positions.html).

Applications will be reviewed beginning May 19, 2008, until the position is filled.

Please send a letter explaining your interest in the position, the qualifications you would bring and how you would contribute to ACM goals. Include a CV and list of references (who would only be contacted with prior permission). Please submit materials electronically as attachments, in MS Word or PDF format, to [acm@acm.edu](mailto:acm@acm.edu).

ACM member colleges: Beloit College, Carleton College, Coe College, Colorado College, Cornell College, Grinnell College, Knox College, Lake Forest College, Lawrence University, Macalester College, Monmouth College, Ripon College, St. Olaf College, College of the University of Chicago.