**Director of the University Studies Program**

The position of Director of the University Studies Program will provide leadership and oversight of the Bachelor of Science in University Studies (BSUS) degree program. The position will report to the Senior Associate Provost in the Division of Academic Affairs.

**Roles/responsibilities**

The director will:

- provide leadership to the degree program;
- market the degree program throughout the institution and externally;
- provide supervision of administrative assistant personnel;
- serve as an instructor of the BSUS gateway course, UNIV 2000;
- provide instruction and oversight of the capstone course, UNIV 4990;
- coordinate selection of members of the Faculty Oversight Committee (FOC) with the Provost, the Senior Associate Provost, academic deans and the Faculty Senate;
- coordinate the Faculty Oversight Committee;
- engage proactively with constituent and stakeholder groups, particularly the FOC and the Workforce Advisory Committee (WAC);
- advise students;
- develop all necessary forms and processes that are in compliance with university standards and guidelines;
- oversight of research and complete reports of student success and presenting information to appropriate personnel; and
- serve on appropriate university committees, working groups, and/or task forces as assigned.

**Qualifications**

The person holding the position must:

- hold a terminal degree meet qualifications for faculty status;
- have experience in a program of study that emphasizes or provides for individualized programs of study/self-designed majors as a pathway to degree completion;
- possess a working knowledge of curriculum and operational processes;
- have a history of successful collaboration and team-building with faculty and administration;
- possess outstanding organizational and communication skills;
- be self-motivated;
- have an understanding of university policies and practices relating to academic programs, curriculum development, academic accountability and assessment practices; and
- be able to multi-task, including the ability to handle multiple, oftentimes conflicting situations.

The BSUS program is designed for students who seek a course of study outside the traditional “majors” approach to successful degree completion. This program offers students the opportunity to develop an integrated, yet individualized program of study within specific guidelines that meets either future career or advanced study needs. The program also provides opportunities for degree completion of non-traditional students, including those with some credit without degree completion (referred to as part-way home students) and military and veterans. The BSUS supports the university's commitment to access by removing barriers to university completion for many students and the commitment to success by providing students with rich opportunities for meeting individual career or academic interests.