Moore College of Art & Design

**Position:** Interior Design Graduate Program Manager

**Reports to:** Associate Dean of Graduate Studies

**Purpose:** The Interior Design Graduate Program Manager assumes the administrative and curricular development responsibilities for the Masters in Fine Arts program in Interior Design at Moore. Brings a leadership role to this position and acts as a visionary leader for the development of this new M.F.A. program that ties theoretical work to creative design-thinking, socially-responsible professional practice.

**Qualifications:**
- Demonstrates professional achievement and holds a MFA or terminal degree in Interior Design/Architecture and/or equivalent experience.
- Possesses strong academic administrative experience.
- Works to build the enrollment and standing of the MFA program in Interior Design.
- Demonstrates an ability to plan and coordinate innovative program development.
- Demonstrates a working knowledge of historical, conceptual and theoretical aspects of design and environmental theory.
- Demonstrates experience with real world projects and project-based learning.
- Demonstrates evidence of professional activity with the promise of continued professional practice.
- Minimum of 2-5 years teaching experience at the College level.
- Demonstrates an understanding of will demonstrate an understanding of the depth of research required at the graduate level.
- Demonstrates the ability to provide innovative leadership and ability to work in a collaborative team environment.
- Developed understanding of teaching strategies that incorporate digital technologies including online teaching.
- Demonstrates the ability to work with and critically engage students exploring innovative design; and conducting research in a wide variety of design areas.
- Demonstrates certification from passing NCIDQ exam
- Excellent writing and interpersonal communication skills and demonstrates the capacity to explicate a strong and coherent future for the MFA.

**Responsibilities:**
- Designs, develops and advances the MFA program in Interior Design and develops and administers the MFA budget.
- Provides regular updates including enrollment statistic reports to the Associate Dean of Graduate Studies.
- In coordination with the Associate Dean of Graduate Studies, develops and administers graduate recruitment activities for Interior Design including attending Graduate Portfolio Days and visiting other professional organizations and colleges for off-site visits.
- Develops and administers the application processes in Interior Design including the portfolio review and interviewing MFA degree candidates prior to admission.
• Provides content for graduate brochures, pamphlets, flyers and other marketing tools including the website. Provides the Associate Dean of Graduate Studies with mailing lists appropriate for Interior Design recruitment and outreach.
• Works with Associate Dean of Graduate Studies to annually review the Graduate Student Handbook.
• Convenes and facilitates Advisory Panel holding at least one annual meeting.
• In concert with other Graduate Program Managers, graduate faculty and Associate Dean of Graduate Studies develops program policies and procedures bringing proposals to the Graduate Council for approval.
• Develops course proposals for submission to Graduate Council.
• Develops, convenes and coordinates an annual Design Forum working closely with the Associate Dean of Graduate Studies to coordinate topics, guest speakers and scheduling between the other graduate programs.
• Develops in consultation with faculty, the Advisory Panel, the Associate Dean of Educational Support Services/Director of Institutional Research and Associate Dean of Graduate Studies annual outcomes assessment measures and activities reporting findings as required for on campus and online courses.
• Works with the Instructional Designer to insure faculty teaching online are covering the intended course content.
• Provides Director with written materials including program descriptions, evaluation material and other required documentation required for the accreditation reports for NASAD and MSA. Assumes leadership role in preparing accreditation site visits and written reports to CIDA.
• Recruits, selects, develops and recommends adjunct faculty and Visiting Artists to teach MFA courses. Oriens and evaluates adjunct faculty.
• Serves on the Graduate Council and other committees as assigned.
• In concert with the Associate Dean of Graduate Studies and Registrar develops the year-round graduate course schedule for ID graduate courses.
• Monitors degree candidates progress including general program advising and thesis advisement; convenes and directs a mid-program review for each candidate; monitors the required paid internship; and convene and direct a final thesis review and exhibition for each candidate in conjunction with the Galleries at Moore.
• Review and recommend candidates for degree referral, write letters of recommendation. Works closely with the Director of the Career Center to develop services focused on supporting MFA candidates and alumni.
• Teaches no more than 9 credits in MFA program per calendar year.
• Monitors all students’ progress and handles specific student academic issues that arise.
• Supports fundraising efforts and positively and accurately represents Moore to all external audiences, prospective candidates, educators and organizations.

Link to Addendum B: Department Chair & GPM Duties and Responsibilities

Further information about the position is available at http://moore.edu/about-moore/employment-opportunities

The College complies with all applicable federal, state and local laws in which it operates. Moore does not discriminate based on a person’s race, creed, disability, sexual orientation, age, marital status or any other protected class.