ART EDUCATION GRADUATE PROGRAM MANAGER

POSITION: Moore College of Art & Design is seeking to hire a full-time, year-round Graduate Program Manager to provide visionary leadership for the MA in Art Education with an Emphasis in Special Populations low-residency, hybrid on-line/on-campus graduate program. The position will begin in June 2015. Salary and rank commensurate with experience and is subject to the collective bargaining agreement with Moore Federation of Teachers.

QUALIFICATIONS: The ideal candidate will be an innovative teacher with a terminal degree in Education or equivalent experience. The ideal candidate must have a masters level degree in art education and/or education and a demonstrated record of 2-5 years of successful college-level teaching and 5-10 years as a public or private school teacher in art education, K-12. The ideal candidate will have evidence of ability to develop innovative curriculum including knowledge of contemporary educational practices and appropriate adaptive strategies for student with disabilities. The Graduate Program Manager will have knowledge of the Commonwealth of Pennsylvania System of Education PDE, accreditation standards and documentation requirements for professional certification. The successful candidate will have the ability to collaborate and incorporate a variety of opinions, teaching methodologies and models in an academic environment. Candidates must have a demonstrated active record of professional achievement/scholarship and the potential for critical recognition in the field of education. Preference will be given to candidates who indicate a developed understanding of teaching strategies that incorporate digital technologies including online teaching and emerging learning-based pedagogies. The Graduate Program Manager will have evidence of strong leadership, excellent writing and interpersonal communication skills and must have demonstrable administrative experience and the ability to explicate a strong and coherent future for graduate studies in Art Education.

DUTIES: This position provides administrative and curricular oversight of the MA in Art Education with an Emphasis in Special Populations program and reports to the Associate Dean of Graduate Studies, who reports to the Academic Dean. The Graduate Program Manager for Art Education is responsible for all aspects of program planning and implementation including student recruitment and enrollment, budgeting, marketing, faculty hiring, annual symposium development and coordination, student advising, field placement coordination and thesis tracking. The Graduate Program Manager has a reduced teaching load of no more than 9 credits per academic year (fall, spring and summer) for the departmental administration of Graduate Program Manager duties, office hours and participation in college and administrative work. The Graduate Program Manager will monitor students’ progress and handle specific student academic issues that may arise as well as review and recommend candidates for degree referrals, write letters of recommendation and submit appropriate documentation to the PA Department of Education for degree candidate professional certification.

COLLEGE & COMMUNITY: Moore College of Art & Design celebrates more than 165 years of educating women for careers in the visual arts as the nation’s first and only women’s visual arts college. Moore’s student-focused environment and professionally active faculty form a dynamic community in the heart of Philadelphia’s cultural district. With an enrollment of approximately 500 BFA students, Moore offers 10 BFA majors – Art Education, Art History,
Curatorial Studies, Fashion Design, Fine Arts, Graphic Design, Illustration, Interactive & Motion Arts, Interior Design, and Photography & Digital Arts. The Fashion Design major is one of Moore’s two largest majors with just over 90 majors. All BFA majors have a required paid internship. Moore currently offers 3 co-ed graduate programs leading to an MA in Art Education with an Emphasis in Special Populations, MFA in Interior Design and MFA in Studio Art and is launching two new programs, an MA in Art & Social Engagement and MFA in Community Practice in summer 2015. The Galleries at Moore provide a forum of exploring contemporary art and ideas, enriching the artistic and intellectual climate of the college, the Greater Philadelphia community, and beyond. This is accomplished through diverse innovative exhibitions, free education programs and events for all ages that not only highlight the College as a place to meet, learn, challenge and create but also support Moore’s mission of educating students in careers in art and design; and publications offering insights into the work of established and emerging regional, national, and international artists and designers. 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.

APPLICATION PROCEDURES: A review of applications will begin February 1, 2015 and will continue until the position is filled. Employment is contingent upon proof of eligibility to work in the United States.

Please send application materials via e-mail with the following materials sent as a PDF:

- Letter of interest
- Full CV
- Teaching philosophy
- At least three syllabi and selected samples of student work if appropriate
- Contact information of three professional references
- Links to any professional or scholarly work can be included via a URL

All application materials/files should be labeled appropriately. Moore will not accept, evaluate or be responsible for hardcopies or original copies of portfolio materials. Please do not submit additional or original portfolio materials, they will be discarded and not considered part of the application. Portfolios on a CD will not be returned.

Submit materials to:
Dona Lantz, Academic Dean
dlantz@moore.edu

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