

Director of Undergraduate Programs

Posting Details

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| Position Number: | 126276 |
| Title: | Director |
| Functional Title: | Director of Undergraduate Programs |
| Category Status: | 33-Exempt Regular |
| Applicant Search Category: | Staff |
| University Authorized FTE: | 100 |
| Unit: | INFO-College of Information Studies |

Campus/College Information: Founded in 1856, University of Maryland, College Park is the state's flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

Background Checks Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify you from employment.

Position Summary/Purpose of Position: The Director of Academic Programs – Undergraduate is responsible for providing operational leadership for the undergraduate programs offered by the UMD INFO College, as well as overseeing all instructor support activities for both undergraduate and graduate INFO programs, including certificate programs, etc.. The Director will also work with the Associate Dean for Academic Affairs, the Executive Director for Academics, and other College leaders to identify and implement incremental innovations and operational capabilities that advance the INFO College's educational mission

Benefits Summary **Top Benefits and Perks:**
[Exempt Benefits Summary](#)

Minimum Qualifications: **Education:**

- Master's degree in higher education, administration, or related field with five (5) years of work-related experience OR a bachelor's and ten years of relevant work experience.

Experience:

- At least three (3) years of supervisory experience.
- Knowledge of and experience in higher education administration.
- Demonstrated skill in interpreting academic material and adapting it for oral presentation and in a wide variety of written materials.
- Ability to prioritize and organize and excellent verbal and written communication skills.
- Experience working with diverse populations including students, faculty, staff, campus administrators and the public.
- Project management experience.
- Demonstrated ability to design and implement academic processes and policies.
- Experience with program operations and budget management.

Preferences: **Preferences:**

- Familiarity with the University of Maryland systems and processes.

- Knowledge of services and resources available to undergraduate students through other UMCP campus departments and agencies, with the ability and initiative to make appropriate referrals.
- Familiarity with INFO undergraduate programs.
- An advanced degree or related work experience in educational administration, educational psychology, education, counseling, or psychology.

Additional Certifications:**Additional Information:**

- Candidates must be able to provide proof of eligibility to work in the USA. No visa sponsorship is offered for this position.
- The University also offers a comprehensive benefits package, including 22 Days Annual Leave; 15 Days Sick Leave; 3 Days Personal Leave; 15 Paid Holidays; Tuition Remission; Health, Dental, Vision and Prescription coverage.
- Women and minorities are encouraged to apply.
- If you need an accommodation in the application process, please notify iSchool HR at ischoolhr@umd.edu

The College of Information strives to be a diverse, equitable, inclusive, and welcoming environment. Hence, we strongly encourage applications from people who identify as members of underrepresented, underserved, and/or marginalized communities.

Salary Range: \$ 121,500 – \$128,250

Job Risks

Not Applicable to This Position

Physical Demands

Use of a computer required. The worker is not subject to adverse environmental conditions.

Posting Date:

07/15/2024

Closing Date:

08/05/2024

Open Until Filled

No

Best Consideration Date**Diversity Statement:**

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. List of References (no emails sent from system)

Optional Documents

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this position?

- LinkedIn
- UMD Job Site
- Personal Referral
- Washington Post
- Baltimore Sun

- Local Publication
- Chronicle of Higher Education
- Inside Higher Education
- INDEED
- HERC
- Hispanic Outlook
- Diverse Jobs
- HigherEdJobs
- Professional Journal
- Listserv
- Other
- SimplyHired
- CareerBliss
- Job Fairs
- Monster.Com
- Craigslist
- UMD Job Fair
- CareerBuilder