

Associate Director of MAT Programs

MASTER OF ARTS IN TEACHING PROGRAMS

The MAT Program is designed for aspiring teachers interested in becoming effective K-12 teachers who improve students learning outcomes in urban, high needs schools. Along with a master's degree, this program prepares its candidates to be recommended for a teaching credential. The MAT-TESOL program prepares aspiring and experienced educators to Teach English to Speakers of Other Languages of all ages. Candidates in this program are prepared to teach English in a range of settings, both in the US and internationally, using rigorous and culturally responsive teaching strategies. Candidates may also complete additional requirements to pursue a California Preliminary Single Subject Teaching Credential in English Language Development. As one of the world's premier centers for the study of urban education, USC Rossier's MAT Programs prepare new teachers to succeed in any educational setting.

POSITION SUMMARY

USC Rossier School of Education seeks applicants for an Associate Director of MAT and MAT-TESOL Programs. Applicants with a deep understanding of leadership in the areas of higher education program management, academic counseling, and culturally responsive student engagement, are especially encouraged to apply. Reporting to the Faculty Program Chairs, the Associate Director is the senior staff administrator responsible for the direct supervision of the academic advising team and program coordinator, providing day-to-day leadership and direction pertaining to program-level operations, school-level policies, and university-level guidelines.

ROLES & RESPONSIBILITIES

- Leads and develops a dynamic staff of higher education professionals, offers a coherent vision for goals, operations, and planning, and successfully implements those goals and activities to promote student success and streamline work flow. Advises on matters of curriculum, course and degree requirements, transfer credit evaluation, and graduation counseling and clearance.
- Knowledgeable of policies, procedures, and regulations pertaining to admissions, financial aid, registration, transfer credit, course and degree requirements, graduation requirements, petitions, and other student services. Evaluates student problems, academic, administrative or personal, and refers student to appropriate student services office for additional counseling. Liaises with other offices on behalf of students to facilitate problem resolution.
- Maintains academic unit student records and coordinates registration activities, grading, degree progress, enrollment and degree verification, and transcripts with the USC Office of Academic Records and Registrar. Interfaces with faculty, administrators and students regarding grading policies, academic progress and student promote-ability. Maintains and compiles statistical data. Prepares reports for internal and external use.
- Plans and coordinates student events including commencement, orientation, receptions, and award ceremonies. Contracts with vendors for services and attends and oversees events to ensure arrangements are handled as planned. Assists in the preparation or update of bulletins, newsletters, handbooks, guides, fact sheets and brochures.

The expectations of the Associate Director (in partnership with the Faculty Program Chairs) also include: Anticipating major operation challenges and offering creative problem solving to project and address key issues, such as enrollment and registration challenges; Operationalizing practices to strengthen work flow, clarify expectations (Shared Term/Registration timeline/Regular SWOT Analyses); and Building caring and productive relationships with program faculty, staff, and students to build a positive and effective work environment.

Required Qualifications:

- Education: Bachelors Degree in Higher Education, Educational Counseling, or a related field.
- Experience: 5-7 years experience as a supervisor of student programs and services in a higher education or K-12; 3-5 years prior experience in an academic advising position.



Required Knowledge/Skills:

- **Management:** Strategic planning, goal setting, budgeting, staffing, performance counseling, mentoring, and career planning skills essential to growing the capacity of individual and collective staff members serving the MAT Programs. Self-directed/accountable to meeting deadlines and requires little supervision to do so; adept at working with in office and off-site staff and faculty. Knowledge of all applicable laws, policies, and principles pertaining to higher education administration, such as FERPA, Title IX, ADA, HEA, and other regulations.
- **Communication/Collaboration:** Excellent writing, presentation, and public speaking skills; advocate of MAT Programs' vision and direction. Diplomatic and interacts well with staff, program/school/university colleagues; collaborates regularly and effectively to problem-solve and fulfill program vision and school mission.
- **Financial:** Budget development, management, and reconciliation (in partnership with faculty program chairs and support staff); sound fiduciary responsibility; interpret financial data and recommend plans using evidence-based best practices.
- **Technology:** MS Office (esp., Excel, Outlook, Word, and PowerPoint).

Desirable Qualifications:

- **Education:** Masters Degree or higher in Higher Education or a related field.
- **Technology:** Student Information Systems (SIS) software; Salesforce; Google Apps (esp., Google Calendar, Google Drive, Google Docs, and Gmail).

Minimum Education: Bachelor's degree; combined experience/education as substitute for minimum education.

Minimum Experience: 5 years

Minimum Field of Expertise: Supervisory experience in student programs and services

USC is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other characteristic protected by law or USC policy. USC will consider for employment all qualified applicants with criminal histories in a manner consistent with the requirements of the [Los Angeles Fair Chance Initiative](#) for Hiring ordinance. We provide reasonable accommodations to applicants and employees with disabilities. Applicants with questions about access or requiring a reasonable accommodation for any part of the application or hiring process should contact USC Human Resources by phone at (213) 821-8100, or by email at uschr@usc.edu. Inquiries will be treated as confidential to the extent permitted by law.

Read USC's Clery Act [Annual Security Report](#)

Required [Legal Notices](#)

Certain positions are subject to [background screening](#)

If you are a current USC employee, please apply to this USC job posting in Workday by copying and pasting this link into your browser: [https://wd5.myworkday.com/usc/d/inst/1\\$9925/9925\\$7198.html](https://wd5.myworkday.com/usc/d/inst/1$9925/9925$7198.html)

If you are interested, please apply here:

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