



**DIRECTOR OF GRADUATE EDUCATION  
AND FACULTY MEMBER  
GRADUATE PROGRAM IN EDUCATION**

Office of the Provost

**POSITION SUMMARY:** The Graduate Program in Education announces a full-time, tenure-track Graduate Education faculty position for a Director of the Graduate Program in Education. This position reports to the Provost. The effective starting date is August 2016 (starting date may be negotiable) and is an 11-month appointment. Vanguard seeks a person of vibrant Christian faith who is committed to integration of faith and learning. The applicant should have demonstrated leadership and teaching ability, a commitment to scholarship, and to encouraging diversity.

**ESSENTIAL FUNCTIONS:**

- Maintain academic standards and lead accreditation activities to ensure compliance with the Commission on Teacher Credentialing
- Develop strategic plans
- Manage budget and budget allocations
- Work closely with marketing and admissions to promote the program and recruit students
- Build collaborative partnerships with (undergraduate programs) ECE and Liberal Studies programs; CTC approved programs (Music, English, etc.)
- Oversee faculty/staff hiring process
- Supervise and evaluate faculty/staff
- Initiate new programs
- Build relationships with Orange County schools and districts
- Teach in the Master of Arts in Education program.

**MINIMUM QUALIFICATIONS:**

- An earned doctorate in Education or related field
- Successful teaching and/or leadership experience in higher education
- Successful record of diverse experience in teaching and leadership within the public school system
- Communication and interpersonal skills for promoting Graduate Education at the state and local levels
- Consistent record of development and accomplishment as a professional educator
- Knowledge of current issues and legislation related to California schools
- Knowledge base of assessment and management systems, educational research and methodology
- Understanding of and appreciation for a Christian world view and experience of and commitment to the integration of faith and learning
- Strong record of team work, collaboration, communication, constructive conflict resolution, and influencer/ interpersonal skills
- Successful experience working in multicultural educational contexts
- Knowledge or experience with online learning preferred
- Practical knowledge in building and managing budgets, and strategic planning within a graduate program
- Has Developed new educational programs (certificates, specialized credentials)
- Grant writing and grant management
- Evaluating faculty and staff
- Building community relationships and networks

**ADDITIONAL QUALIFICATIONS:**

Spiritual Life:

Strong record of active participation in the life and ministry of a local church (preferred Assemblies of God) committed to biblical Christian faith and a life of Christ-centered, Spirit-empowered vitality

Professional:

Member in professional organization(s), active participation in professional and community activities, prior higher education teaching experience, prior experience in leading educational programs, experience in online course development and delivery, and experience in growing educational programs

**SALARY:** Full-time position. Rank and salary is commensurate with education and experience and includes a generous benefits package.

**APPLICATION PROCEDURE:** Applicant should submit a cover letter, current resume, curriculum vitae, unofficial transcripts, a completed VUSC Application for Faculty Employment, and an essay describing: statement of personal Christian faith, philosophy of Christian education, and integration of faith and learning. The application form can be downloaded from the web at <http://humanresources.vanguard.edu/employment-opportunities>. All applications/resumes/materials must be submitted electronically via e-mail to: [RESUME@vanguard.edu](mailto:RESUME@vanguard.edu). Only those who have submitted ALL the above items will be considered. We are located at: Vanguard University of Southern California, 55 Fair Drive, Costa Mesa, CA 92626. Applications will be received until position is filled or until a sufficient number of applications are received. Vanguard University will conduct a background check on the final candidate. If you have specific questions about the position, you can contact the Provost's office (emails, not phone calls), but all materials we have requested in the application process are to be submitted to the [RESUME@vanguard.edu](mailto:RESUME@vanguard.edu) address.

VANGUARD UNIVERSITY OF SOUTHERN CALIFORNIA is a private, co-educational, comprehensive University of liberal arts and professional studies that believes its evangelical Christian community in the Pentecostal tradition offers a unique opportunity for academic achievement. Vanguard University embodies a Christ-centered, multicultural community serving approximately 2,200 students. Vanguard values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks faculty that will interact with the Vanguard community in a way that reflects a commitment to cultural proficiency. Where permitted by law and in relation to the school's heritage and mission, Vanguard does exercise religious preference throughout the University.

DGF036