



<b>FOR HR USE</b>	
POSN Number	TBD

**D R A K E U N I V E R S I T Y  
F A C U L T Y J O B D E S C R I P T I O N**

<b>NAME:</b>	VACANT	<b>COLLEGE/SCHOOL:</b>	SCHOOL OF EDUCATION
<b>DEPARTMENT:</b>	LEADERSHIP, COUNSELING AND ADULT DEVELOPMENT	<b>TITLE:</b>	ASSISTANT/ASSOCIATE PROFESSOR
<b>TO APPLY:</b>	Submit cover letter, curriculum vita / resume, and contact information for three professional references to: <b>Dr. Sally Beisser</b> <b>School of Education</b> <b>Drake University</b> <b>3206 University Avenue</b> <b>Des Moines, IA 50311</b> <b>E-mail: <a href="mailto:sally.beisser@drake.edu">sally.beisser@drake.edu</a></b>		

**ESSENTIAL JOB FUNCTIONS**

- Direct the Ed.D. Doctoral Program in the School of Education (SOE)
- Teach graduate level quantitative research and leadership courses
- Collaborate with SOE faculty and doctoral committee chairs
- Provide strong leadership for current and future Doctoral students and their committees
- Advise doctoral students in the progression of their degree programs
- Continue successful work on an established research agenda
- Contribute to the body of knowledge in education

Comments: Screening of applications will begin December 1, 2009 and will continue until the position is filled.

Principal working relationships: Doctoral students, chairs, committees; SOE faculty, the Dean, University faculty, and other Drake University stakeholders as may be needed

Work closely with leaders of local, state and national organizations to implement best practice within the Ed.D. program

Serve on department, School of Education, and University committees

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

**ESSENTIAL ELEMENTS**

<b>EDUCATION:</b>	PHD OR EDD
<b>EXPERIENCE:</b>	Leadership experience, higher education teaching experience, and an established research agenda
<b>OTHER ESSENTIAL TRAINING</b>	

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AND SKILLS:

Ability to relate to advanced graduate students, faculty, committee chairs and the leaders of related external partnerships.