



FOR HR USE	
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**

NAME: VACANT **COLLEGE/SCHOOL:** SCHOOL OF EDUCATION

DEPARTMENT: LEADERSHIP, COUNSELING AND ADULT DEVELOPMENT **TITLE:** ASSISTANT PROFESSOR

TO APPLY: Submit cover letter, curriculum vita / resume, and contact information for three professional references to:
Dr. Thomas Westbrook
School of Education
Drake University
3206 University Avenue
Des Moines, IA 50311
E-mail:
thomas.westbrook@drake.edu

ESSENTIAL JOB FUNCTIONS

- Teach 9 credit hours in both the fall and spring terms (summer teaching optional) on-campus and off-campus graduate courses in three of the following areas: instructional design, methods of facilitation, needs analysis and evaluation, strategic thinking & decision making, human resource management, human performance improvement, and leadership
- Graduate student advising
- Work closely with corporate constituents in the area of trainers and other adult educators
- Serve on department, school and University committees including doctoral committees
- Participate in community and professional organizations and activities
- 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.
The faculty member will teach graduate level courses in both the Masters and Specialist programs. Other duties include research/publication, advising, service (School of Education, University, and the profession).

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

EDUCATION: PHD, EDD, ABD

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EXPERIENCE:

Minimum of two years of leadership as an administrator, department director or trainer

OTHER ESSENTIAL TRAINING
AND SKILLS:

Knowledge of and/or experience in adult education and corporate training; demonstrated teaching experience in adult/university setting preferred. Ability to work collaboratively within and across programs. A commitment to academic excellence and integration of professional and liberal arts education. Experience working with corporate trainers and other adult educators. Competence with instructional technology.