

**Gustavus Adolphus College  
Position Description**

**Position Title:** Kendall Center Director  
**Date:** November 2012  
**Department:** John S. Kendall Center for Engaged Learning  
**Accountable To:** Provost

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**Primary Objective of the Position:**

The Director of the Kendall Center oversees faculty development activities and initiatives and manages the work of the Kendall Center for Engaged Learning.

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**Major Areas of Accountability:**

**Coordinate**

- Shop Talk series
- Teachers Talking Series
- Faculty Achievement Book (even years)
- Faculty Development Day
- January Term and Summer faculty development programming
- Programming responsive to emergent campus needs and issues

**Supervise/Manage**

- The work of the Faculty Associates
- Administrative Assistant
- Faculty Conference Travel Funds
- Curriculum Initiative Grants
- Departmental and Individual Mini-Grants

**Develop/Update**

- Materials that highlights Kendall Center programming for *The Gustavus Quarterly* and Kendall Center newsletter and website; coordinate publicity materials generated by the Faculty Associates
- Material that highlights faculty achievements for the *Gustavus Quarterly* and other College publications
- Material to be used by the Institutional Advancement Office
- Work with the Institutional Advancement Office to obtain grants and endowed support for the Kendall Center programming and faculty development
- Material to be sent to new faculty

**Membership**

- Appropriate national higher education and/or faculty development organization
- Non-voting *ex-officio* member of the Faculty Development Committee

**Identify**

- New faculty development initiatives in response to emerging campus needs and issues
- Faculty Associates to provide leadership and emerging faculty development initiatives
- Appropriate relationships between the Faculty Associates/Director and the Faculty Governance structure
- Appropriate relationships between Faculty Associate/Director and support programs such as:
  - Academic Advising
  - Center for International and Cultural Education
  - Center for Diversity and Multicultural Programs
  - Community Service/Service Learning
  - Advancement Office
  - Gustavus Technology Services

**Compensation:**

- 10 month position (including at least two weeks at the end of the spring semester)
- Additional month of compensation is calculated as 1/9 of base pay
- Two course release