Program Director, Information Systems

Location: Donnelly College, Kansas City, Kan.
Full/Part Time: Full-Time
Exempt/Non-Exempt: Exempt
Position Reports to: Vice President of Academic & Student Affairs / Director of Title V

About Donnelly College

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class. Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region's only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. Donnelly College also operates a fully accredited campus at the Lansing Correctional Facility that offers an Associate of Arts degree. To find out more, please visit www.donnelly.edu.

Job Summary:

The position of Program Director, Information Systems (IS) is responsible for overseeing and growing Donnelly's Information Systems Associates and Bachelor's degree programs.

Principal Responsibilities:

- Ongoing evaluation and modification of existing IS curriculum to ensure program meets industry demand and accreditation requirements. Develop new courses and certificate programs as needed; lead any pilot efforts for new courses.
- Oversee program enrollment growth, course schedule by semester as well as course/instructor evaluation, working in conjunction with other departments.
- Manage IS faculty and course instructors, including recruitment, hiring, scheduling, training, plus assessing and evaluating instructional effectiveness. This may require remediation or termination of faculty members.
- Recruit, lead and manage volunteer IS Advisory Board of external IS professionals willing to help steer program growth
- Build relationships and act as a liaison with area IS industry companies and leaders to ensure program and curriculum meets demand, to assist graduates in career pathways, internships and job placement.
- Participate in Academic and Student Affairs Leadership team and corresponding Enrollment Management efforts
- Maintain program administration, including program assessment, up-to-date catalog listings, course outcomes and transfer agreements under supervision of the Vice President of Academic Affairs.
- Coordinate and schedule all required student pre-/post-testing.
- Evaluate, coordinate, and contract with vendors to meet technology needs of the department.
- Share in the College responsibility to respond to student needs and provide student support, including collaboration with Academic Success Center and Student Support Services to ensure support offerings meet student needs.
- Assist Title V Director in collection and analysis of evaluation data.

Minimum Required Qualifications:

- Master's degree in Information Systems, Information Technology, or related field.
- At least 3 years' experience teaching information systems or similar coursework at an accredited institution.
- Excellent leadership, organizational, interpersonal, and communication skills.
- Ability to manage multiple tasks, set priorities, and meet deadlines.
- Demonstrated proficiency in working independently and collaboratively.

Preferred Qualifications:

- Experience with instructional technology and alternative teaching strategies.
- Ability to advise, motivate, and work with a diverse population of college students.
- Effectively work with a variety of constituents (i.e., faculty, students, staff, and senior leadership)
- Philosophically aligned with the mission and values of the College to engage and support our Catholic identity, practicing Roman Catholic preferred. Must be able to pass background check and complete Virtus training.
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How to Apply

Please e-mail your cover letter, resume, and transcripts to hr@donnelly.edu **with Program Director, Information Systems in subject line**.