POSITION DESCRIPTION – Fine Arts Area Coordinator

Supervisor: Academic Dean
Employment Status: Full-time, Exempt

PRIMARY OBJECTIVE

The Fine Arts Area Coordinator provides creative leadership and vision to the fine arts program including foundations courses and curricular development as well as serving as a faculty member.

AREA COORDINATOR RESPONSIBILITIES

1. Supervise adjunct faculty to insure consistency of instruction in program and course competencies between different sections of courses.
2. Familiarize adjunct faculty with the College’s policies and procedures as well as with instructional technology used in classrooms.
3. Conduct adjunct faculty meetings including directing discussion and exchanges of information, listening and guiding the problem-solving process leading to decision making.
4. Advise students as well as work with the Dean, Directors, and staff to insure successful curricular and co-curricular experiences for students.
5. Work with the Registrar to coordinate the course schedule and recommend to the Dean adjunct faculty staffing of courses.
6. Participate in campus events important to the life of the institution and to students, such as faculty meetings, college-wide committees, guest artist lectures, and exhibition openings.
7. Maintenance and upkeep of classrooms, equipment and software used each semester by area students. Evaluate required textbooks, supplies and equipment used in teaching.
8. Plan and administer area budget and resources.
9. Assist Admissions in attracting qualified students.
10. Work with and recommend to DCAD’s librarian materials to enhance the collection and serve the needs of the area.
11. Establish and maintain contacts with professionals for hiring faculty and bringing guest lecturers to the College.
12. Teach 12 credits each semester.
13. Maintain program standards as they relate to Middle States Commission on Higher Education (MSCHE) and National Association of Schools of Art and Design (NASAD).
14. Lead in the planning and implementation of Student Learning Outcomes Assessment (SLOA).
15. Document and monitor progress towards the achievement of area goals, objectives and timelines.

PREFERRED QUALIFICATIONS

1. Dynamic leadership and collaborative management style.
2. Good interpersonal and organizational skills.
3. An understanding of the role of assessment in course and program development.
4. An appreciation for diversity and how diversity impacts learning and instruction.
5. Making students the priority in all initiatives.
6. At least five-years of full-time college teaching experience.

REQUIRED QUALIFICATIONS

- Master of Fine Arts in Studio: Painting, Drawing, Sculpture or Printmaking.
- Must have a mastery and command of observational drawing skills with a strong commitment to student learning.

To apply, please submit an updated C.V. or resume with a brief cover letter outlining your interest in working for the Delaware College of Art and Design to searchcommittee@dcad.edu.