

Employee Position Description

Position:	Director of Continuing Education
Classification:	Administrative Staff with Faculty Status
Supervisor:	Assistant Dean for Academic Affairs
Hiring Manager:	Vice President and Academic Dean

General Summary

The Director of Continuing Education is a staff position with Faculty Status, and reports to the Vice President and Academic Dean. The Director is responsible for the development and promotion of Continuing Education opportunities at CTU and promotes the Summer Institute.

Essential Duties and Responsibilities

A. Development and Promotion of Continuing Education Opportunities at CTU

- Actively develop and promote continuing education at CTU in collaboration with Marketing and Communications Department
- Coordinate CE opportunities for groups who come to CTU such as Franciscan Ministries Cohorts, Sponsorship Council, etc.
- Aid in keeping the website current concerning continuing education offerings at CTU.
- Oversee the granting of CEUs for various organizations and programs
- Outreach to dioceses and religious communities whose ministers and members could benefit from a CTU education.
- Build network with Associations to highlight CTU offering in chaplaincy ministries.
- Interface with CTU faculty to leverage their scholarship for promotional purposes.

B. Academic Advisement to Students in Continuing Education

- Communicate with potential students regarding opportunities for degree programs at CTU.
- Review applications with the Director of Admissions and admit students to the Continuing Education Program
- Counsel students regarding courses and degree programs available at CTU
- Approve course registrations for Continuing Education students

C. Coordination and Promotion of Summer Institute

- Work in collaboration with the faculty and Academic Dean to plan the courses and special lectures

- Oversee the coordinator of liturgies.
- Work with the Vice President for Administration and Finance regarding pricing and budget
- Work with the Marketing Department to create brochure and publicity; ensure that the information is posted accurately on the CTU website
- Coordinate with support staff (Registrar, Assistant to the Dean, Director of Educational Technology, etc.)
- Provide welcome and hospitality during the three weeks of the Summer Institute.

D. Coordination of the Lifelong Learners Program

- Facilitate the lifelong learning Program
- Collaborate with the Director of the Business Development Task Force when applicable.
- Schedule faculty, presenters and other facilitators to produce video series on pertinent topics.
- Coordinate with Marketing and Communications to promote the program.

E. Coordination of the Hesburgh Renewal Program

- Develop and facilitate online programs during the Advent and Lenten seasons in collaboration with the Assistant Dean for Academic Affairs.
- Schedule faculty, presenters and other facilitators to teach various sessions.
- Coordinate with Marketing and Communications and Registrar's offices on the promotion and registration of the program.
- Establish and maintain yearly budget for the program.
- Maintain a welcoming and accessible presence among the participants.

Qualities Required:

- Demonstrated understanding of, sensitivity to, and appreciation for CTU's Catholic context and particular mission
- Possess a collaborative and team-oriented approach
- Ability to practice discretion in sensitive matters
- Excellent interpersonal and counselling-type skills
- Demonstrated computer skills: Microsoft Office
- Dedication to adhering to CTU's diversity statement and collaborating within a diverse and inclusive environment

Education and Experience:

- MDiv, MA in Theology or Doctor of Ministry
- Minimum eight years of ministry experience
- Proven ability to work cross-culturally with students, faculty, and staff.
- Experience in higher education preferred
- Superior communications skills: writing and speaking

Compensation and Benefits:

- CTU offers a competitive salary and benefits package, including medical, dental and vision insurance; paid vacation and holidays; and a defined contribution retirement plan.
- This description contains information and facts considered necessary to describe and evaluate this job fairly and equitably. This document should not be considered as a detailed description of all the work requirements to be performed, but as an indication of the duties and level of skills required.

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