

Concordia University
Job Description
JOB TITLE: Director of Engineering

EXEMPT (Y/N) :	Y	DEPT:	School of Arts and Sciences
SALARY GRADE:		SPRVSR:	Dean, SoAS
SALARY GROUP:		DATE:	September 15, 2020
EMPLOYEE NAME:	TBD	PREPARED BY:	Bret Taylor/Peter Senkbeil

OFFICE PROFILE:

The Director of Engineering is responsible for leading all aspects of the Engineering major at Concordia University, including, but not limited to, curriculum development and supervision, student recruitment and retention, faculty hiring, teaching courses in the major, development of corporate connections, fundraising, laboratory facilities development, equipment procurement, and accreditation, if appropriate.

ROLE:

The Director of Engineering is the champion and lead for the Engineering department and is proficient in Engineering and Lutheran liberal arts education, their connections, and implementation within a higher education setting. The director also will be the chief representative and voice of the program to local corporate partners, community, church, colleagues, alumni, and prospective students.

APPOINTMENT:

- Recommended by the Dean of SoAS, upon the recommendation of a search committee
- Approved by the Provost, President and Board of Regents

STAFF RELATIONSHIPS:

- Reports to the Dean of SoAS for supervision
- Works closely with the office of Admissions and Advising and faculty across various schools
- Interact and function cooperatively with other campus personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

To perform this job successfully, an individual must be able to accomplish each of the below duties satisfactorily:

1. Provide mission-oriented direction, guidance and oversight of engineering program and curriculum in the context of Lutheran liberal arts education.
2. Effectively develop courses and teach various content areas in the major as required.
3. Build mutually beneficial relationships with local engineering corporations and community.
4. Recruit and mentor excellent students to the university for the major, demonstrating a commitment to student development and success.
5. Recruit and supervise other full-time and part-time Engineering faculty who are mission-focused and experts in their content areas.
6. Develop an entrepreneurial, servant-focused mindset in the program.

EDUCATION and/or EXPERIENCE:

Must possess a Master of Science degree in Engineering and be an active member of a Christian congregation. A terminal degree in Engineering and/or teaching experience at a liberal arts institution are strongly preferred. An understanding of or experience in corporate engineering is helpful in building necessary local corporate connections. Academic rank will be awarded according to teaching experience.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Creative aptitude
- Ability to be flexible to changing conditions and needs
- Ability to work effectively with and through other people
- Ability to work independently
- Ability to work under stressful conditions
- Proficient in the use of office equipment such as computer, printer, copy machine, etc.
- Skilled in English: spelling, grammar, writing and speaking
- Ability to work with accuracy and diligence
- Respect for confidentiality of records and information
- Awareness that behavior and dress should be appropriate for the environment of a Christian university
- Must have a valid Driver License in order to commute to various off-campus events
- Job does require some travel

LANGUAGE SKILLS:

- Ability to read, analyze and interpret university procedures, general information, educational publications, synodical procedures or governmental regulations
- Ability to write reports, correspondence and procedure manuals
- Ability to effectively present information and respond to questions from groups of staff, faculty, administration, students, families and the general public

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs

REASONING ABILITY:

- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

OTHER SKILLS AND ABILITIES:

Attitude and Demeanor:

- Exemplify the Christian philosophy of the Concordia University mission statement in all aspects of day-to-day duties and responsibilities
- Communicate warmth, understanding and helpfulness when interacting with students, staff, faculty and the general public
- Develop and maintain positive relationships with all who come into contact with this program.
- Exhibit a cheerful, positive, loyal, team-member attitude toward the purposes, programs, policies and goals of the university
- Maintain confidentiality on matters pertaining to this office and the campus as a whole
- Constantly strive to improve performance
- Formulate goals and objectives and expect to be evaluated upon them

SAFETY:

Employees are responsible for complete cooperation with all aspects of the safety and health program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

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Supervisors are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Repetitive motions using a computer keyboard
- May require rising and sitting repeatedly
- Ability to lift, pull, grasp, stoop and reach to utilize 5-drawer file cabinets
- May require climbing stairs and walking indoors or outdoors to various offices on campus

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. It includes office equipment, such as phones, computers, copy machines and folding machines.

Reviewed and approved by the following:

President's Signature

Date

Human Resources Signature

Date

Employee Signature

Date