

MFA Program Director
Low Residency Master of Fine Arts in Creative Writing

DEPARTMENT: MFA in Creative Writing
CLASSIFICATION: EXEMPT- FULL/TIME (12 month Designated Faculty Administrator)
REPORTS TO: Academic Dean
LAST UPDATED: October 2018

Summary of Responsibilities: The Director of the MFA Program in Creative Writing is a designated faculty administrator and is classified as a staff position. The Director facilitates the management of the department and the long-range development of the program outlined in the Essential Functions within the context of IAIA's mission, vision and core values. The Director supervises MFA Faculty Mentors and Visiting Writers in the Program and actively participates in the development of the curriculum and assessment of student learning.

- **Deadline: February 1, 2019**
- **Start Date: June 1, 2019. *Pending budgetary approval.**
- **Must submit: a) Current CV-Curriculum Vitae, b) Transcripts for highest earned degree and c) Three letters of recommendation from current/past supervisor.**

Essential Functions:

- Oversee the annual MFA Program budget.
- Serve as the primary MFA Program contact for the institution locally and nationally.
- Oversee MFA academic program delivery.
- Lead curriculum development for the MFA Program.
- Manage the strategic direction, organization, and operation of program.
- Hire and Supervise MFA Mentors and Visiting faculty and adjuncts.
- Recruit and select students in collaboration with the IAIA Office of Admissions.
- Oversee and communicate with accepted students.
- In collaboration with Dean and one other faculty member, Review MFA applicants and select students.
- Working with the IAIA Office of Institutional Advancement, Identify and secure scholarships from donors Create and lead committee to review and award MFA scholarships.
- Create marketing materials and ensure timely distribution of material.
- Collaborate with related departments
- Create website content and keep web information updated.
- Organize twice yearly residencies for faculty and students.
- Organize annual graduate residency and help coordinate graduation activities for MFA graduates.
- Lead program assessment and write assessment reports.
- Respond to all graduate student issues and concerns in a timely manner
- Maintain ongoing professional practices and demonstrate a recognized standing in the Creative Writing profession.
- Participate in educational and professional activities within the Institute.
- Provide students with proficient advising in the MFA in Creative Writing degree Program.
- Provide guidance and information on career opportunities for MFA students.
- Provide a minimum of 40 hours per week of high level of campus/office time.
- Participate in assigned committee work and meetings.
- Other duties as assigned.

Required Education: Requires MFA or PhD in Creative Writing with recent and relevant teaching and curriculum development experience at the college level. Two years administrative experience preferred. Must demonstrate a track record in Creative Writing, including a minimum of two nationally-distributed publications. Experience with American Indian/Alaskan Native cultures, students,

artists and/or communities preferred. Must have a satisfactory background check. IAIA adheres to a “Native American preference” hiring policy.

Required Competencies (Skills/Knowledge and Abilities):

- Knowledge of creative writing pedagogy, critical theory, and traditional and contemporary Native American and world literature.
- Proven ability in problem solving skills.
- Proven ability in academic leadership and program management.
- Proven ability to communicate clearly and effectively with all levels and with all peoples and groups.
- Proven ability to interact and work successfully with faculty, students, and staff as related to job responsibilities.
- Demonstrated ability and willingness to support Program goals and objectives and take a leadership role in further developing strategic goals of the MFA Program in Creative Writing.
- Demonstrated ability to guide and facilitate students through a process of knowledge and skill building.
- Demonstrated sensitivity towards Native American and an ability to motivate and teach students from diverse ethnic backgrounds.
- Demonstrated commitment to working in a shared governance environment.
- Adherence to appropriate professional standards of conduct and ethics, including:
 - confidentiality
 - integrity, and honesty
 - compliance with directives
 - cooperate and work respectfully with others
 - participate in meetings as required
- Ability to adapt quickly and effectively to changes in the work environment.
- Ability and skill to demonstrate a pleasant, courteous, and professional demeanor and presence at all times.
- Ability to be a self-starter and highly self-motivated to support and improve the MFA in Creative Writing program goals.
- Ability to respond to requests in a timely manner.
- Possess excellent communication skills using the spoken and written word.
- Ability to work with moderate supervision, to begin assignments independently (or as assigned), and to bring assignments to conclusion on a timely basis.
- Demonstrate compliance with all applicable and essential IAIA policies, processes and/or procedures.
- Ability to perform other duties as assigned.

Working Conditions:

- Provide leadership in developing the MFA Creative Writing Program within the mission of the college.
- View and Review a wide range of relevant academic information.
- Perform other duties as requested by the Dean.
- Performance evaluation will be assessed on program results as described herein.
- The Dean reserves the right to revise this job description at any time, with or without notice.
- The job description is not a contract for employment.