

INTERIOR ARCHITECTURE DIRECTOR

November 30, 2020

Director of Interior Architecture Job Description

The director:

- *oversees the daily operation of the undergraduate interior architecture program*
- *collaborates with the Director of Industrial Design, the Director of Architecture and the Director of Graduate Studies.*
- *works with faculty members to develop and implement curriculum*
- *is responsible for supervising, supporting and facilitating the work of the faculty*
- *represents the architecture program to both internal and external constituencies*
- *applies leadership skills toward strategic planning for the program, in alignment with the College Strategic Plan and in support of the University Strategic Plan*
- *advances the development of pedagogy in the IA Program*
- *assists in the development of the program budget*
- *assists in the:*
 - *recruitment of faculty,*
 - *hiring of faculty,*
 - *hiring of staff,*
 - *hiring of adjunct faculty*
- *assists and advises in various tasks relating to:*
 - *recruitment,*
 - *admissions,*
 - *graduation*
 - *internal / external communication*
- *oversees accreditation reviews*

In addition, the director:

- *promotes the program nationally and internationally*
- *engages with national and international peer programs*
- *advances research and assessments of other undergraduate programs of peer institutions nationally and internationally*
- *advances the development of program academic year and long-term agendas*
- *advances the development of programs assessment*
- *advances the development of program tools (charts, prospectus, pamphlets, others) to promote internal discussions and external communication and promotion*
- *Oversees digital student work collection*
- *makes recommendations to the Dean:*
 - *on coordination of academic areas and studio levels*
 - *on coordinators appointments*

- oversees academic and studio coordinators' duties and agendas
- makes recommendations to the Dean:
 - of faculty teaching loads and distribution
 - on programming academic years
- assists institutional requests of program

As faculty member, the director:

- has a reduced teaching load to two courses per year as compensation of his/her administrative duties
- engages with research and practice
- participates in college faculty meetings
- serves on college and/or university committees