



School of Public Affairs
UNIVERSITY OF COLORADO DENVER

Internal Administrative Faculty Job Posting:
Affordable Housing Certificate Co-Director

The University of Colorado Denver seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty and staff of diverse backgrounds.

The School of Public Affairs (SPA) has an opening for a part-time Co-Director of the Housing Certificate (along with a Co-Director from the College of Architecture). This is a nine-month administrative faculty director role for a current regular/rostered faculty member in good standing within the School of Public Affairs at CU Denver.

Job Responsibilities

The SPA Co-Director of the Affordable Housing Certificate, together with the Co-Director from the College of Architecture and Planning, provides academic and administrative leadership for the Affordable Housing Certificate and shares responsibility for the program's strategic direction, academic quality, successful operation, growth, and external engagement.

The Co-Directors serve as the faculty leadership of the Affordable Housing Certificate and exercise shared leadership and decision-making responsibility for program planning, curriculum, course offerings, recruitment and outreach, student support, external partnerships, advisory-board engagement, program evaluation, and continuous improvement, in collaboration with participating faculty, staff, and academic units.

The SPA Co-Director will be responsible for oversight of activities including, but not limited to:

Examples of work performed include but are not limited to:

- Providing strategic and administrative leadership for the Certificate, including establishing program priorities and developing and implementing initiatives that advance the Certificate's educational mission, academic quality, growth, and long-term success.
- Leading marketing, recruitment, and outreach efforts in coordination with the communications directors of CAP and SPA, campus partners, and faculty involved with the Certificate, including developing strategies to strengthen awareness of the Certificate and support enrollment and program growth.
- Overseeing academic planning and course rotations and coordinating course scheduling with relevant SPA, CAP, CLAS, and other participating programs to ensure effective and successful delivery of the Certificate.
- Providing academic leadership for curriculum development, review, and continuous improvement, in collaboration with Certificate faculty and lecturers, to maintain the quality, relevance, and responsiveness of the Certificate's academic offerings to developments in housing policy and practice.
- Establishing, convening, and maintaining engagement with the Affordable Housing

Certificate Advisory Board, including cultivating relationships with advisory-board members and incorporating their expertise into the Certificate's strategic development, curriculum, professional engagement, and external partnerships.

- Representing the Affordable Housing Certificate in relationships with university leadership, participating academic units, governmental agencies, nonprofit organizations, housing-sector organizations, professional associations, alumni, and other external stakeholders, and developing partnerships that advance the Certificate's educational and professional mission.
- Providing leadership for student success and professional development, including serving as the primary academic advisor for non-degree-seeking Certificate students and connecting students, as appropriate, with professional, educational, and career-development opportunities.
- Establishing program goals and monitoring measures of program effectiveness, including enrollment, student outcomes, academic quality, curriculum effectiveness, external engagement, and other appropriate indicators of program performance.
- Leading regular program evaluation and continuous-improvement efforts, identifying opportunities to strengthen the Certificate and developing and implementing strategies responsive to evaluation findings, student needs, developments in the housing field, and the educational priorities of participating academic units.
- Preparing annual reports and communicating with appropriate School, College, and University leadership regarding Certificate performance, accomplishments, strategic priorities, resource needs, challenges, and opportunities for growth and development.
- Exercising shared decision-making responsibility for the Certificate's academic and administrative activities, including program strategy, curriculum and course planning, recruitment and outreach, advisory-board engagement, external partnerships, student support, and program-improvement initiatives.
- Coordinating with participating faculty, lecturers, staff, and academic units as appropriate to support the successful administration and delivery of the Certificate.
- Undertaking other administrative, strategic, and programmatic initiatives necessary to advance the mission and successful operation of the Affordable Housing Certificate, in collaboration with participating faculty, staff, and academic leadership.

Minimum Qualifications *(Applicants must meet minimum qualifications at the time of hire):*

- Candidates must be a regular/rostered faculty member in good standing in the CU Denver School of Public Affairs.
- Candidates must have a terminal, accredited degree in public affairs, public policy, public administration, or related field.

Preferred Qualifications:

- Candidates should have demonstrated teaching ability in public administration
- Candidates should have some basic knowledge of the housing policy domain through either teaching, research, or professional experience.
- Candidate should have experience mentoring and working with graduate students.
- Demonstrated success in directing educational programs with an outstanding record of teaching and mentoring.
- A proven record of successful administrative leadership in a university setting.
- Experience in working with school & campus leaders and programs to achieve the educational and research missions of the school and campus.
- Demonstrated experience with cultivating and maintaining collaborative relationships with university administrators, faculty, staff, students, and alumni.

- Experience with the creation of partnerships both within and outside the school and university.

Competencies:

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Ability to prioritize school, program, and student needs over individual preferences when making program decisions
- Demonstrated commitment to student success and student support
- Demonstrated commitment to improving instruction and mentoring other faculty with respect to instruction and course delivery
- Willingness to consider innovative approaches to program content, delivery, and student support

Salary and Benefits:

The salary and compensation options for this position are: \$6,000/AY (paid over nine months from September-May), **OR** a one-course offload/AY. Renewable annually based upon job performance, school needs, and budgetary availability. The stated salary rate represents the University's good faith and reasonable estimate of the rate at the time of posting.

Diversity and Equity:

Please contact hr.adacoordinator@ucdenver.edu for information on disability accommodations.

The University of Colorado Denver | Anschutz Medical Campus is committed to recruiting and supporting a diverse student body, faculty and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities and all veterans. The University of Colorado is committed to diversity and equality in education and employment.

The University of Colorado Denver | Anschutz Medical Campus is dedicated to ensuring a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.

Application Materials Instructions:

Application Deadline: **5pm Wednesday September 30 (5-day internal posting)**

Special Instructions to Applicants:

When applying applications must include: 1) Resume or Curriculum Vitae 2) Letter of interest. 3) Names and contact information for two or three references (*we will notify you prior to contacting both on and off-list references*)

The first stage of selection will be based on applicants' resumes/CVs and letters of interest. The search committee will begin reviewing applications and continue until the finalist has been identified.

All application materials and any questions regarding the application process should be sent directly to SPA.HR@ucdenver.edu with the subject line: **Housing Certificate Co-Director Application.**

Questions about the position or application process should be directed to:
Chris.Smith@ucdenver.edu SPA Faculty Affairs & HR Operations Director