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 Program Director of the Bachelor of Arts in Public Administration Program. This is a twelve month administrative faculty director role for a current regular faculty member in good standing within the School of Public Affairs at CU Denver.

As Colorado’s public urban research university, the University of Colorado Denver educates a diverse student body through quality academics, ambitious research, creative work, and civic engagement in the city we call home. CU Denver graduates gain the powerful combination of immersive classroom and real-world experience that are in demand today. The city benefits from well-educated, top talent and a new generation of knowledge that fuels the future of Denver and our region. We are CU in the City.

CU Denver offers more than 100 degree programs, from the bachelor’s to the doctoral level, in the heart of downtown. Here, more than 15,000 students pursue academic programs that range from global energy management to music industry studies to criminal justice. As part of the state’s largest public university system, CU Denver is a major contributor to the Colorado economy, with nearly 2,500 employees and annual economic impact of $800 million. Read CU Denver Quick Facts here.

SPA has 28 full-time faculty and is currently ranked #9 in environmental policy and management, #14 in nonprofit management, and #22 in the country in public management and leadership by US News and World Report, and we are ranked in the top 75 programs in the world for public administration by Shanghai Academic rankings. SPA is a NASPAA-accredited MPA program ranked nationally at #28 overall for best public affairs programs by US News and World Report.

About the BAPA Program:
The Bachelor of Arts in Public Administration (BAPA) program prepares students to lead in government agencies, nonprofits and nongovernmental organizations. Coursework explores public service, management of people and resources, program design and evaluation, collaboration and communication across sectors, and ethical decision making. The program has four concentrations: nonprofit management, environmental policy and management, international development, and emergency management.

Job Responsibilities
The Director of BAPA Program will be responsible for assisting SPA in the direction, management, and strategic planning of the BAPA Program in the School of Public Affairs, University of Colorado Denver. This position is a twelve-month role and the job duties will be expected to be performed during the academic year as well as the summer months. Responsibilities will include reviewing curriculum, course scheduling, assessment, providing student support, mentoring, and advising, oversee recruitment, admissions and retention of students, and program finances. The course delivery expectations for this position will primarily be in the undergraduate program, but interdisciplinary opportunities based on expertise may be available.

**Examples of Work Performed**

- In conjunction with the Dean of the School of Public Affairs, actively participate in program decision-making and planning through establishing goals, strategies, procedures, and processes for the BAPA program.
- Develop a vision for the BAPA curriculum; ensure that the vision and activities are aligned with the mission of the School and contribute to program accreditation and assessment efforts.
- In collaboration with Public Affairs and university staff, support the admission process through communications and event attendance.
- Coordinate course offerings, scheduling, and faculty assignments in coordination with SPA leadership.
- Overall program administration, which might include, but not limited to: scholarship application and criteria development, and financial report review.
- Working with the SPA and university staff, develop and implement strategies to communicate with prospective and current students about the BAPA program. Respond to queries from potential applicants and participate in ongoing recruitment.
- Contribute to development of a marketing plan, alumni outreach strategy, website updates, and associated literature and materials for the BAPA program.
- Oversee program budget, and develop strategies for revenue generation, in collaboration with the SPA Assistant Dean of Finance and Administration.
- Serve on various School and Campus committees including the SPA Executive Committee
- Respond to questions, complaints, grievances and suggestions from faculty, staff, and from students year-round.
- Submit the annual assessment report for BAPA.
- Review annual student satisfaction survey and student progress report.

**Minimum Qualifications:**

- Candidates must be a regular 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.

*Required: Applicants must meet minimum qualifications at the time of hire*

**Preferred Qualifications:**

- Candidates should have demonstrated teaching ability in public administration.
- Candidate should have experience mentoring and working with undergraduate students.

**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.

*Updated 07-2021*
**Salary and Benefits:**

The contract salary for this position has been established $14,000 to be paid in equal monthly installments as a 12 month administrative contract effective 9/1 – 8/31.

This position will also have a one course off-load each academic year and the assistance of a 15-20 hour/week student assistant.

*The above salary rate represents the University’s good faith and reasonable estimate of the rate at the time of posting.*

Your total compensation goes beyond the number on your paycheck. The University of Colorado provides generous leave, health plans and retirement contributions that add to your bottom line.

Benefits: [https://www.cu.edu/employee-services/benefits](https://www.cu.edu/employee-services/benefits).
Total Compensation Calculator: [http://www.cu.edu/node/153125](http://www.cu.edu/node/153125)

**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:**
Applications are accepted only to SPA.HR@ucdenver.edu

**Special Instructions to Applicants:**

When applying applications must include: 1) Resume or Curriculum Vitae 2) Letter of interest including statement of research, teaching, and service goals and achievements. 3) Names and contact information for three 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 position is filled. Questions regarding the application process should be addressed to SPA.HR@ucdenver.edu.

*Updated 07-2021*
**Required Application Materials:**
To apply, please send:
1. A letter of application which specifically addresses the job requirements and outlines qualifications
2. A current CV/resume
3. List of three to five professional references (we will notify you prior to contacting both on and off-list references)

Questions should be directed to: Chris.Smith@ucdenver.edu SPA Faculty Affairs Administrator