



Program Coordinator – Fashion

Position Summary: The role of the Program Coordinator – Fashion is to work with Faculty and others at the program level to provide students with a high quality educational experience and a high level of student support and service.

Key Job Elements:

Scheduling - Develop schedule of course offerings that meets student needs and that meets key metrics including: Average Registered Credits, Instructional Costs, Persistence, Student/Instructor Ratio.

Faculty - Recruit, manage, and mentor qualified faculty; conduct ongoing Faculty observations to improve instruction; provide annual Faculty evaluation; and, work with Faculty to resolve student issues.

Students - Foster student achievement, persistence, and success; improve the student experience at the program level by assuring that the program exudes a culture of learning and excellence; proactively work with students who are at risk of not performing to their potential; and, work with academic advising and other departments to support student success related to the following: attendance, classroom performance, time to graduation.

Assessment of Student Learning Outcomes - Lead Student Learning Outcomes assessment for the program; work with Faculty to improve student outcomes by developing and implementing improvements to the delivery of instruction including assignments, learning materials, and instructional strategies.

Reports To: Academic Department Director or Dean as appropriate

Directly Supervises: Faculty

Interacts With: Inside contact encompasses the entire range of personnel. Outside contacts may include community and professional leaders as well as other educators.

Job Requirements (Knowledge, Skills and Abilities):

1. Knowledge:
 - a) Masters of Design in Fashion degree with a minimum of 3-5 years related experience.
 - b) Held positions of increasingly responsible experience in the Fashion industry and/or Academic Affairs.
2. Skills:
 - a) Excellent communication skills, both written and oral.
 - b) Strong interpersonal skills with faculty and students.
 - c) Superior organization, prioritization, and self-motivation skills.
 - d) Strong computer literacy skills with the Microsoft Office Suite.

3. Abilities:

- a) Ability to interact effectively as either a leader or as a member of a team and work collaboratively with other departments.
 - b) Ability to listen to customers (e.g. staff, etc.) and to understand and respond positively to their requests.
 - c) Ability to adapt to changing assignments and multiple priorities.
 - d) Ability to manage multiple tasks and successfully meet deadlines.
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Application Guidelines:

Applicants should submit a Word or PDF compatible resume and salary expectations to **aivbhr@aii.edu** – with the subject header Program Coordinator – Fashion.

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 qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, move about the office or school, handle various types of media and equipment, and visually or otherwise identify, observe and assess. The employee is occasionally required to lift up to 10 pounds unless otherwise specified in the job description.

Notice

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.