JOB DESCRIPTION

PROGRAM DIRECTOR, DUKE ENVIRONMENTAL LEADERSHIP (DEL) PROGRAM

Level 13

Summary:

The Duke Environmental Leadership (DEL) Program advances the Nicholas School Mission by providing innovative educational and outreach opportunities designed specifically for environmental, business and community leaders. The DEL Program includes a portfolio of course options that emphasize interdisciplinary and global themes, strategic approaches to environmental management, communication and effective leadership.

The DEL Program Director will plan, develop, coordinate, implement and evaluate Duke Environmental Leadership Program curriculum, including executive education courses, certificate programs, the DEL-Master of Environmental Management, and community outreach. This position reports to the DEL Program Executive Director within the Nicholas School and serves as a key member of a team that works collaboratively to create programs of excellence.

Work Performed:

Plan, develop, coordinate, implement and evaluate the Duke Environmental Leadership Program curriculum, including executive education courses, certificate programs, the DEL-Master of Environmental Management (DEL-MEM), and community outreach. Assist in research and development of new program initiatives, specifically those related to partnerships with the Fuqua School of Business and internationalization of the DEL-MEM program. Take leadership for continual improvements to existing programs. Oversee all facets of customer service to ensure high quality.

Oversee office fiscal requirements to include return of profit; monitor, verify and reconcile expenditure of budgeted funds; prepare cost estimates/budgets for programs; prepare financial reports and analyses, including original fiscal year budget submissions, bi-annual variance reports, and monthly reconciliations.

Prepare applications for grants and contracts to include development of budgets; administer departmental grants and contracts in accordance with University policies and sponsors' requirements regarding records, reports, controls and conditions governing expenditures of funds.

Develop and implement program protocol, procedures, and operating policies.

Develop a comprehensive promotion/publicity program to include development of marketing strategies, design and preparation of brochures, postcards, posters, application materials, the website, and other publicity material for publication and circulation in specialized or mass media; prepare and revise mailing lists and direct the mailing of promotional materials. Work cooperatively with the Nicholas Communications Department to ensure correspondence between the DEL Program and other Nicholas School initiatives and key messages.

Recruit and coordinate instructors; determine program ideas, themes, dates and frequency; arrange for classroom space and other logistics for on-campus sessions. Correspond with interested and enrolled students to provide information concerning programs, policies and procedures.

Design evaluations; monitor program effectiveness through evaluation of content and instructor performance.

Hire, train and supervise staff necessary to implement programs to include regular, temporary and contract staff, instructors, student volunteers and assistants; recommend various personnel actions including, but not limited to hiring, performance appraisals, promotions, transfers and vacation.

Maintain liaison with outside educational and professional organizations and agencies to ensure that cooperative efforts are enhanced and that all available resources are utilized.

Perform other related duties incidental to the work described herein.

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.

Minimum Hiring Specifications:
Education/Training
Work requires communications, analytical, research and organizational skills generally acquired through completion of a bachelor's degree program. Master's degree preferred.

Experience
Work requires the ability to plan and administer programs and direct program activities within a specific functional area, generally acquired through four years of related experience.

An equivalent combination of relevant education and experience will be considered.

Salary and Benefits:
Salary range of $45,000 - $50,000. This position includes the full health and benefits package customarily offered to Duke employees.

To Apply:
Qualified applicants should submit a resume of no more than two pages that highlights education, qualifications, relevant experience, and includes three work-related references with current contact information. In lieu of a cover letter, the application must also include an essay of no more than one page that describes:

- Why you are interested in working for the DEL Program
- The important leadership skills and character traits you would bring to this position

Please note: Incomplete applications will not be considered.

Applications must be submitted electronically to deb.gallagher@duke.edu by Friday, February 1, 2008. Applications will be reviewed on a rolling basis, so if interested, submit application as soon as possible. Interviews will be conducted in February with a target hire date of February 15, 2008.