

## Program Director, Kent State University First Star Foster Youth Academy

<b>Institution:</b>	Kent State University
<b>Location:</b>	Kent, OH
<b>Category:</b>	<ul style="list-style-type: none"><li>Admin - Extension and Outreach</li><li>Admin - Student Affairs and Services</li></ul>
<b>Posted:</b>	08/22/2019
<b>Application Due:</b>	09/05/2019
<b>Type:</b>	Full-Time

**Position Number:** 988035

**Home Org/Dept:** Provost's Office - Kent Campus [100053]

**Location:** Kent Campus - Kent, OH

**Work Type:** Staff/Unclassified

**Physical Location:** Kent, OH

**Salary:** \$68,000

**Basic Function:**

To direct all operational, administrative, instructional, and financial activities of a designated academic program or student service function.

**Additional Basic Function - if applicable:**

Kent State University is currently seeking a Program Director for its First Star Youth Academy, renewable each year depending on funding and performance. The First Star Foster Youth Academy is an innovative program that empowers high school foster youth to overcome abysmal foster youth education outcomes. The Program Director will report to the Office of the Provost.

**Examples of Duties:**

**Duties/essential functions may include, but not be limited to, the following:**

- Develop and market designated academic program or student service function.
- Oversee university designated program budget.
- Develop and/or revise program policies and procedures.
- Identify and secure program funding opportunities.



- Establish objectives and develop strategies for achieving objectives.
- Evaluate and implement changes to programs.
- Serve as liaison to various constituent groups relative to program activities.
- Serve on various University committees.
- Teach up to three 3-hour courses (or equivalent) per academic year if responsible for an academic program.
- May provide leadership of a small department, unit, or major function and/or provide direct supervision over administrative/professional employees.
- Perform related duties as assigned.

**Additional Examples of Duties - if applicable:**

The Program Director's core responsibilities include:

1. Organizing Summer Academy and Saturday Academies, including recruiting and retaining students, hiring and supervising staff, liaising with university officials, and managing overall budget.
2. Providing case management for participating students in collaboration with the students' social workers, attorneys, caregivers, teachers and other adults involved in the student's cases.
3. Liaising with community stakeholders to recruit students, design and implement curriculum, and engage caregivers.

The Program Director will supervise other staff members, including a team of Peer Mentors who are former foster youth attending local universities. The Program Director will be supported with technical assistance provided by the National Director of First Star Academies and will be in direct connection with other Academy directors from across the country during an annual retreat and Directors' Committee meetings.

**Minimum Qualifications:**

Master's degree in a relevant field and four to five years of relevant experience; eligible individuals must meet the required criteria for adjunct/part-time faculty status

**License/Certification:**

**Knowledge Of:**

Personal computer applications  
 Budgeting  
 Strategic planning

**Skill In:**

Written and verbal communication and interpersonal skills

**Ability To:**

Provide leadership and direction

**Preferred Qualifications - if applicable:**

Master's or Doctorate in Education or Social Work. Minimum 5 years of professional experience working with vulnerable student populations, preferably older youth and foster youth. Experience developing education and life skills curriculum preferred. Demonstrated leadership and management skills required. Interpersonal skills to interact effectively with executive leaders, faculty, staff, student, caregivers and community members. Ability to work with a diverse population including communicating with people from diverse culture and ethnic backgrounds, socio-economic, educational levels. Willingness to work weekends and evenings.

**Assessments:**

Asterisk (\*) indicates knowledge, skills, abilities which require assessments

**Working Conditions / Physical Requirements:**

Light work-Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to move objects. Incumbent must be able to communicate with others. Incumbent may be required to travel from building to building frequently and off campus occasionally.

**APPLICATION INFORMATION**

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**Contact:** Kent State University

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**Online App. Form:** <http://jobslst.kent.edu/cw/en-us/job/496721/program-director-kent-state-univer...>

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