



Job Title: Associate Director – Thames Program  
Division/Department: Academic Affairs – Thames@ Mitchell

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Mitchell College is building on its long history of making liberal arts education more accessible by pioneering an entirely new approach which is flexible, strength-based, and interest driven. Our ability-based approach to learning focuses on teaching adaptability through a core academic discipline curriculum, which provides multiple opportunities for students to apply skills in different learning and professional contexts. To keep this model innovative, vibrant and responsive to students' interests, we need instructors and faculty who are experienced in building cross-disciplinary collaborations between areas of interest, both in our core curriculum and in dynamic new concentrations of study. This revolutionary approach to learning ensures students learn the adaptive skills they need to live life well, both professionally and personally.

Mitchell College is seeking to hire an **Associate Director – Thames at Mitchell College Program** who will assist in leading a gap-year college-readiness residential program, on the Mitchell Campus (a one-of-a-kind transition year program), for students who are college-able but not yet college-ready, chiefly because of learning differences. The Associate Director assists in creating the educational, residential and social programs, helping to oversee a staff of eight to implement the programs, for assisting in the implementation of a comprehensive assessment plan in order to be able to articulate the successes of the Thames program, and for remaining connected and current on research related to residential and academic programs for students with learning differences. This position provides the opportunity to take an innovative education program to the next level. The program has grown from 30 students in 2014 to 74 in 2018.

**Responsibilities and Duties:**

- Continuously aiding in the update of the Thames Program, its curriculum, and residential and social programs to ensure it remains high-touch and cutting edge.
- Supporting the implementation of the Program by organizing and overseeing all staff.
  - Assist in the response, in consultation with live-on staff, to appropriate crisis and emergency situations as they arise.
  - Help to manage the departmental budget, including staffing (tutors, adjuncts, outside contractors and other resources) consistent with budget and program outcomes.
- Assist in implementing comprehensive assessment plans for the Thames program and collaborate to maintain longitudinal data on the program and student achievement both at Thames and beyond.
- Serve as a liaison with the Enrollment Office and represent Thames at all admissions functions.
- Provide appropriate communication and collaboration across campus and beyond on the Thames program, its mission and curriculum, and staff and student accomplishments.
- Remain current on research related to residential and academic programs for students with learning differences and continue to provide development and credentialing opportunities for staff.
- Other duties as assigned.

Mitchell College is an Affirmative Action-Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, ancestry, political affiliation, sexual orientation, gender identity or expression, marital status, disability and genetic information, age, membership in an employee organization or other non-merit factors.



**Required Education and Experience:**

- Master's degree in a related field required.
- Five or more years' experience in developing and running programs and in working with young adults with learning differences;
- Experience within in a learning/living or residential program a plus;
- Expertise in Learning Disabilities and the implications for Higher Education; demonstrated advocacy and commitment to student success;
- Excellent communication skills, both oral and written, along with speaking and presentation skills;
- Outstanding problem solving and customer service skills with expertise in handling both internal and external constituencies;
- Outstanding organizational and analytical skills;
- Appreciation of diversity and the ability to promote diversity in a college setting while improving the lives of students.

**Key Skills / Knowledge:**

- Proficient computer application skills, including knowledge of MS Word, Excel and PowerPoint required.
- Experience in program and budget management.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with learning differences to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand and go up and down flights of stairs and may have to carry up to 25 pounds. Ability to travel, work evenings and weekends is required.

A small liberal arts college, Mitchell developed its distinct educational approach over 80 years, blending a tradition of mentoring with an expertise in teaching diverse learning styles to create a highly individualized model that benefits all students. Mitchell is committed to the broader community through building strong, creative, and cooperative partnerships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center which includes the renowned Bentsen Learning Center.

This is a Full Time, FLSA exempt position paid bi-weekly, and eligible for regular College benefits. For further information regarding our application procedures, please visit <http://mitchell.edu/careers/>. The hiring process will commence immediately and early applicants will receive priority consideration. Mitchell College reserves the right to end the search at any time based on a suitable applicant being identified.

For full candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by September 28, 2018 to [jobs@mitchell.edu](mailto:jobs@mitchell.edu). The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

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