

## United States Air Force Academy

### Deputy Head for Curriculum, Scheduling, and Advising (#10-28R)

The Office of Student Academic Affairs and Academy Registrar (DFR) invites applications for the position of Deputy Head for Curriculum, Scheduling, and Advising. The anticipated start date is July 6<sup>th</sup>, 2010. The initial 3-year appointment will terminate on June 30<sup>th</sup>, 2013. Subsequent re-appointments of up to four years in length will be based upon an assessment of performance, Air Force and departmental needs, and funding availability. The United States Air Force Academy, located just north of Colorado Springs, Colorado, is an undergraduate institution that awards the Bachelor of Science degree as part of its mission to educate, train, and inspire men and women to become officers of character, motivated to lead the United States Air Force in service to our nation. The Academy faculty is an integrated group of military and civilian educators. The student body consists of approximately 4000 men and women representing every state and several foreign countries. The curriculum includes core academic and professional courses, and 32 disciplinary and interdisciplinary majors.

The incumbent will serve as Deputy Head for Curriculum, Scheduling, and Advising in the Office of Student Academic Affairs and Academy Registrar. The Deputy Head will direct the activities of three divisions within the Office of Student Academic Affairs (Academic Affairs and Curriculum, Academic Advising, and Scheduling, Records, and Customer Service) responsible for registrar operations, academic advising programs for all students, the first year experience program, and curriculum and academic affairs functions. The Deputy Head is expected to participate in academic, military, airmanship, athletic, and character course curriculum development and implementation, serve on organizational and institutional boards and committees, and provides academic and administrative assistance to students, faculty, and staff.

**Qualifications:** A doctoral degree is required. Preference will be given to holders of degrees in educational leadership, educational administration, student academic affairs, or closely related fields. Demonstrated experience in the field of student academic affairs as it relates to curriculum development and implementation, student and facility scheduling, registrar operations, academic advising, and first-year experience programs is highly desired. Excellent communication skills, both oral and written, are essential. Applicants must have the motivation, interpersonal skills, and institutional perspective to work with faculty and staff from across the entire campus to achieve institutional goals. Essential qualities expected of every faculty member include the personal attributes of integrity, industry, cooperation, initiative, and breadth of intellectual interests.

**Requirements:** U.S. citizenship required. The selected candidate will be subject to a security investigation and must meet eligibility requirements for access to classified information.

**Salary:** Commensurate with qualifications and experience.

**To Apply:** Send a letter of application, curriculum vitae, legible copies of your official transcripts, and the names, addresses, and phone numbers of three references familiar with your professional work to: **10 FSS/FSMC, (ATTN: Ms. Elcira Hodge, #10-28R), 5136 Eagle Drive, Suite 121, U.S. Air Force Academy, CO 80840. Deadline for receipt of applications is April 19<sup>th</sup>, 2010. The Federal Government is an equal opportunity employer. U.S. citizenship required. The United States Air Force Academy values the benefits of diversity among the faculty to include a variety of educational backgrounds and professional and life experiences.**