



<b>FOR HR USE</b>
POSN Number    TBD

**D R A K E   U N I V E R S I T Y**  
**F A C U L T Y   J O B   D E S C R I P T I O N**

NAME:	VACANT	COLLEGE/SCHOOL:	SCHOOL OF EDUCATION
DEPARTMENT:	LEADERSHIP, COUNSELING AND ADULT DEVELOPMENT	TITLE:	ASSISTANT/ASSOCIATE PROFESSOR
TO APPLY:	Submit letter of application, curriculum vita / resume; names, addresses, telephone numbers, and e-mail addresses of three professional references to: <b>Dr. Jan Walker</b> <b>School of Education</b> <b>Drake University</b> <b>2507 University Avenue</b> <b>Des Moines, IA 50311</b> <b>Email: <a href="mailto:jan.walker@drake.edu">jan.walker@drake.edu</a></b>		

**ESSENTIAL JOB FUNCTIONS**

- Teach on-campus and off-campus graduate courses in education leadership/administration
- Graduate student advising
- Work closely with school district administrators and classroom teachers
- Serve on department, school and University committees including doctoral committees
- Participate in community and professional organizations and activities
- Contribute to the body of knowledge in education

Comments:

The faculty member will teach graduate level courses in both the Masters and Specialist programs. Other duties include research/publication, advising, service (School of Education, University, and the profession).  
 Position available: Fall 2009

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

**ESSENTIAL ELEMENTS**

EDUCATION:	PHD, EDD, ABD
EXPERIENCE:	At least two years school/district administrative experience desired
OTHER ESSENTIAL TRAINING AND SKILLS:	Knowledge of and/or experience in educational administration; demonstrated teaching experience in adult/university setting preferred. Ability to work collaboratively within and

across programs. A commitment to academic excellence and integration of professional and liberal arts education. Experience working with school district administrators and teachers. Competence with instructional technology.