

**CONCORDIA UNIVERSITY, PORTLAND**  
**College of Education**

**Assistant Program Director (Level III Staff)**

Concordia is a four-year, accredited university with professional programs in theological studies, education, business, health care, social work, and numerous liberal arts majors. The College of Education provides teacher licensing programs on the undergraduate and graduate (5<sup>th</sup> year) levels, and also provides graduate programs for in-service educators. Concordia's core values are best expressed in three phrases: Christian commitment, educational excellence, and service to students.

**Position Summary:**

This Level III Assistant Director supports the MAT Program Director with all registration, student services, clerical and organizational tasks necessary to support the college's MAT initial teaching license elementary program.

**Mission of the Position:**

To ensure all candidates are provided with an optimum level of service that results in their successful completion of the teacher education program.

**Essential Responsibilities:**

- Assist the Program Director in the areas of student orientation and support, communication, course logistics, and program assistance
- Provide direct advising support for MAT students
- Provide input and assistance to the College of Education with regard to special projects, meetings, and administrative tasks
- Other duties for support of the MAT program as needed

**MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS:**

- Bachelor's degree required or 10 years of related experience
- Experience as teacher or paraprofessional in elementary school setting preferred

**Expectations of all College of Education employees:**

As part of a work environment that highly values Christian education, educational excellence and service to students, candidates should:

- Communicate effectively with warmth, sensitivity, and understanding
- Possess a "service attitude" (willingness to be flexible to meet the needs of students and the department)
- Exhibit excellent written and oral communication skills
- Possess experience with diverse student populations
- Present a professional physical appearance (appropriate clothing, personal hygiene, etc.)

**SALARY, CONTRACT, BENEFITS**

The salary is based on the current staff salary scale, and will be commensurate with the candidate's educational background and experience.

**APPLICATION PROCEDURES**

Applications must include

1. A cover letter outlining qualifications for the position
2. Two letters of reference (one from an immediate supervisor)
3. Most recent vita/résumé
4. Completed Staff Employment Application Form

Please send nominations, applications, and inquiries via e-mail to:

**Dr. Sheryl Reinisch, MAT Program Director**  
**Concordia University College of Education**  
E-mail: [sreinisch@cu-portland.edu](mailto:sreinisch@cu-portland.edu)

**Closing Date: September 15, 2010**

Concordia University, Portland is a regionally accredited, private university that specializes in undergraduate and graduate programs of professional study grounded in a strong Lutheran Liberal Arts tradition. Concordia University does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex or age. However, Concordia University is an institution of The Lutheran Church – Missouri Synod and, to the extent allowed by law, Concordia University reserves the right to give preference in employment based upon religion.