

Faculty Professional Development Specialist Senior

Job Code: 6814

Salary Grade: S11

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Leads efforts to support faculty with customized services designed to meet their professional needs.

- Provides training and onboarding support for new colleagues.
- Plans, designs, and delivers workshops and events for faculty. Identifies and collaborates with speakers to determine topics and focus of the programs.
- Provides consultations and workshops for target groups, including preparing and conducting training-on-demand workshops.
- Provides supportive one-on-one consultations with faculty to discuss their interests and meet their individual professional development needs.
- Identifies, creates, and/or maintains evidence-based asynchronous materials to help faculty meet their professional goals.
- Promotes evidence-based strategies for faculty to effectively complete their work in one or more core areas: teaching, research and creative activities, community engagement, leadership, and/or writing/communication
- Reviews and provides developmental feedback for faculty documents, e.g. grant and fellowship proposals, T&P dossiers, syllabi, manuscripts, and assignments.
- Facilitates site visits/ course observations/ proposal teams/ focus groups/ cohorts/ networking events to help faculty improve and enhance their effectiveness.
- Participates in campus-wide efforts to improve and enhance faculty activities, including serving on committees and taskforces, participating in strategic planning efforts, as well as contributing to curriculum/program design, New Faculty Orientation, mentoring groups, and technology integration efforts.
- Coordinates multiple projects simultaneously to meet deadlines.
- Reviews Faculty Fellowship Proposals and works with faculty fellows to help them achieve their project goals.
- Works collaboratively and supportively with colleagues to develop a collegial culture that values clear communication and teamwork in support of CFE's mission and goals.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Master's degree.

Equivalency/Substitution: Will accept 72 months of related experience in lieu of the Master's degree for a total of 84 months of related experience.

Experience:

Required: 12 months of related experience in professional development facilitation/ training.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Experience and success in developing and facilitating professional development resources for faculty audiences
- Demonstrated commitment to helping faculty develop and implement effective, sustainable, and ethical practices
- Strong interpersonal skills that facilitate positive interactions with individuals from a wide range of backgrounds and perspectives
- Communicates effectively, accurately, and professionally in person, in writing, and via the telephone / videoconference
- Able to adjust feedback, resources, and communications to meet the needs of multiple, diverse audiences with differing priorities and perspectives
- Exceptional organizational and time management skills to coordinate multiple projects simultaneously, coordinate different groups of people, and meet deadlines
- Demonstrated ability to maintain a strong degree of confidentiality, integrity, and good judgement
- Demonstrated ability to work under minimal supervision and as part of a team



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

Working Conditions

Physical:

Ability to engage in repetitive motion.

Environmental:

Standard office environment.

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