

Position: Program Director

Department: School of Religion

Description

Hampton University School of Religion invites nominations and applications for Program Director in the School of Religion.

Founded in 1868, Hampton University is a leading historically black university (HBCU) located on the Virginia Peninsula in the City of Hampton. It is privately endowed, co-educational, nonsectarian institution.

Hampton University Online offers access to high quality, asynchronous degreed programs spanning from certificate credentialing to Doctoral degrees. Our faculty bring diverse experiences from their academic and professional backgrounds to ensure students receive an education that prepares them for global opportunities. We are committed to the promotion of learning, the development of character, the creation of knowledge, and service to society. HU Online currently offers the Associate of Arts, Bachelor of Arts, Master of Arts, and Master of Divinity Degrees. We are anticipating offering the Doctor of Ministry and the Doctor of Philosophy degrees in January 2024. The objectives of the School of Religion degree programs are to: 1) prepare men and women for excellence in pastoral leadership, theological scholarship, and community service and 2) provide students with opportunities to acquire and cultivate a specific body of specialized knowledge that will prepare them to become leaders in the church, community and the academy.

Duties and Responsibilities

The Program Director will be responsible for overseeing all aspects of the School of Religion working with Hampton University Online to ensure the progressive success and supervise a wide range of graduate and undergraduate programs in religion and theology.

- Coordinate with the Dean the scope of the program by setting and managing deadlines and delegating tasks to team members.
- Apply a broad knowledge of program management principles and have a strategic mindset as well as be able to lead and develop team members.
- Ensure that all aspects of the degree programs are delivered successfully and add the highest possible value to the School of Religion.
- Participate actively in the life of the School of Religion and Hampton University.
- Perform other duties as assigned by the Dean of the School of Religion.
- Be willing to travel when necessary a few times during the academic year.

Qualifications

- At least a Bachelor's degree (Master's preferred)
- Proven experience as program director or other managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent Knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting and budgeting
- Working knowledge of MS office and program management software
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent verbal and written communication skills

How to Apply

Review of applications begins immediately and will continue until the position is filled. For an initial review, applicants should submit a curriculum vitae and a cover letter electronically to debra.haggins@hamptonu.edu. If selected for further processing additional application documents will be requested.