

**CATHOLIC DISTANCE UNIVERSITY**  
**300 South George Street, Charles Town, WV 25414**  
**304-724-5000**

**Position Available:** Assistant Director, Undergraduate Programs in Theology and Liberal Arts

Catholic Distance University is looking for an Assistant Director for Undergraduate Programs in Theology and Liberal Arts to assist the Directors of the Theology and Liberal Arts & Education Programs with the administration of the undergraduate degree programs in their respective departments. The candidate must have substantial knowledge of both academic fields, as well as *Ex corde ecclesia* and Newman's *Idea of a University*, so as to grasp CDU's overall vision of Catholic education and to ensure that this vision permeates the academic programs and serves as the framework for integrating the offerings into the single Catholic vision of the intellectual life. This is a full-time, 40 hour per week position, that reports to the Directors of Theology and Liberal Arts & Education.

**Responsibilities:** This position includes the following responsibilities:

- Assisting as needed with faculty training in the operations of Canvas and Populi.
- Assisting with faculty training in assessment practices and regularly collecting and recording assessment data.
- Working with the Course Development Manager and faculty to provide oversight of courses to ensure their continuous improvement.
- Providing and coordinating regular faculty advising for undergraduate students in the departments.
- Working with the Director of Admissions to identify and recruit new students, and with the Registrar to review the academic records of those applying to the programs and requests for the transfer of credits.
- Teaching and developing a limited number of courses to the extent that administrative duties allow.
- Participating in the following regularly scheduled meetings:
  - Academic Senate if selected as representative
  - Faculty Governance Council
  - Department Faculty meetings

**Qualifications & Skills:**

- Practicing Catholic in good standing
- Available to travel to the CDU office in Charles Town, WV, as needed
- Earned degrees in both theology and the liberal arts – a doctorate in one and at least a master's degree in the other
- Demonstrated record of excellence in teaching, with experience in online education

- Demonstrated commitment to academic research and publishing
- Demonstrated collaborative leadership skills, including supervision, planning, innovation, budgeting, and analysis of data trends for program development
- Administrative experience
- Professional communication skills including professional writing and public speaking

Salary and benefits based on qualifications. Qualified candidates should send a resume and cover letter to Amy Shouse at [ashouse@cdu.edu](mailto:ashouse@cdu.edu) .

*Catholic Distance University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law.*