ORGANIZATION OVERVIEW

Mission Statement: HECUA (Higher Education Consortium for Urban Affairs) offers off-campus academic programs that provide students opportunities to do integrative intellectual, political, and artistic work in support of movements for social justice, peace, and environmental sustainability in the U.S. and abroad.

Vision Statement: Informed by a deep respect for the knowledge of communities most impacted by injustice, HECUA’s programs envision students, teachers, and community members as co-learners and co-creators.

For fifty years, HECUA has offered off-campus academic programs that provide undergraduate college students opportunities to do integrative intellectual, political, and artistic work in support of movements for social justice, peace, and environmental sustainability in the U.S. and abroad. HECUA pushes students to view their program as more than an intellectual exercise. HECUA is committed to educating the whole student by fostering emotional intelligence, moral imagination, and compassion. Programs involve classroom work, field experiences, and carefully constructed and monitored internship projects at partner organizations.

PROGRAM OVERVIEW

Since 2007, HECUA has offered an Environmental Sustainability Program. This off-campus immersive program engages students in field-learning experiences on farms, solar energy projects, pipeline protests, to meet with labor leaders designing just transitions, or working with urban farmers and urban ecologists in the sustainable redesign of cities. In the program’s current iteration, since 2015, a permaculture design certification is folded into a curriculum, which centers an environmental and climate justice perspective. The course work is composed of: a) a 4-credit internship in which a student is placed with an organization of their choice to work 12 to 15 hours per week; b) and three 4-credit courses: Environmental and Climate Justice, Socio-Ecological Systems; and Field-based Research Methods.
The ES Program Director is a member of the Programs team, working with domestic colleagues directing the Inequality in America, Race in America, Making Media Making Change, and Art for Social Change programs. The position works closely with a Programs Manager who coordinates the internship component. International colleagues in New Zealand, Northern Ireland, Italy, Ecuador, Trinidad, and Norway lead programs around social justice, sustainable agriculture, peace and reconciliation, indigenous cultures, and political transformation. For more information about HECUA programs, visit hecua.org.

JOB OVERVIEW

The Environmental Sustainability Program Director’s responsibilities combine community-based and experiential teaching, program management, and recruiting. The Program Director role, considered equivalent to Assistant Professor, is responsible for designing curriculum, coordinating all activities of the semester, recruiting during the term and contributing 40 hours of recruiting in the off-term. The Program Director manages the budget and makes the decisions about allocation of resources, including the potential of hiring supportive roles, such as community faculty and field experts to guide experiential learning components.

1. Program Design (10%)

Develop the intellectual map of the program with learning objectives, themes, and syllabi to best support prospective HECUA students interested in the program subject matter. Ensure that it is a HECUA program in all respects, integrating theory and critical inquiry with interdisciplinary experiential learning, and that the program is integrated with initiatives at HECUA and with intellectual activity on consortium campuses and nationally.

Key functions:

a) For each offering of a program, prepare and/or revise a program syllabus that describes the program's theme and focus, learning goals and approaches, theoretical frameworks, a detailed schedule of topics, readings, methods of evaluation and grading, and all course requirements. If HECUA is using a course management system (such as Moodle), prepare and maintain a site for the program.

b) Teach internship seminars and integrate student internship experiences with the overall program. Develop intellectually meaningful assignments and criteria for grading and evaluation of both the internship work on site and the accompanying academic work. Conduct internship site visits with the students and supervisors.

c) Create and sustain relationships with community members, activists, leaders, and practitioners to maintain reciprocity in relationships, innovation in the program, and positive reputation for HECUA.

1) Understand and articulate to HECUA colleagues and prospective students what equivalent on-campus course requirements the program may fulfill.

e) Provide all necessary written materials for recruiting, marketing, and orientation as requested; possible examples: biographical sketch for website, program descriptions, introductory letter to student enrollees.

g) Create and share narrative reports with Director of Programs in accordance with deadlines.
2. Teaching (55%)
Implement and teach the program as designed within the HECUA model and teaching framework as it is described in brochures, handbooks, and the syllabus.

Key functions:

- Attend all class sessions, be familiar with all material, and play the lead role in lecturing and facilitating all class sessions, including providing and coordinating appropriate lectures, arranging field experiences to address and apply program themes, and facilitating class discussions.
- Develop, grade, and give feedback on all assignments and student projects.
- Assess safety and security at the class meeting site and field sites, and contact emergency responders if an emergency arises. Be familiar with HECUA’s Crisis and Emergency Management Plan and Faculty Code of Ethics and follow all protocols.

3. Program & Organizational Management (20%)
Manage planning, community relationships, and day-to-day logistics for the ES program; contribute to HECUA organizational leadership and cross-program communications and initiatives.

Key functions:

- Prior to the term, review and revise program budget in consultation with the Director of Finance & Operations and Director of Programs. Plan program activities, events, field trips, staffing, etc., according to the pre-approved, final budget. Manage program finances to ensure that the budget is met. Submit in a timely fashion requests for program expense payments, expense reimbursements, purchases, and other expenditures.
- If the program director has decided to use some part of the compensation pool to hire assistance in teaching, the hire will take place in consultation with the Director of Programs. The program director will collaborate in writing the job description and the job announcement, supervise the assistant, and ensure a division of labor commensurate with job descriptions and pay levels.
- Provide information for preparation of handbooks and other documents for program participants to be distributed by HECUA Student Services staff. Provide timely information and materials as needed for HECUA communications and marketing.
- Plan and coordinate programs for faculty and staff from member campuses who are invited to visit the program. Solicit recommendations from other HECUA staff on choosing and inviting visitors. Prepare itinerary and coordinate activities and logistics. Evaluate visit and assist in ongoing assessment and enhancement of the practice of inviting visitors.
- Participate in organization-wide activities (retreats, monthly staff meetings) and cross-program exchanges to contribute to the broader work of HECUA. Build and sustain relationships with other HECUA staff, international program faculty, HECUA board members, and faculty and staff on consortium campuses (and at other campuses, when requested).
- Support HECUA’s mission by serving on active committees or working groups as able, and by incorporating organization-wide initiatives into program work.

4. Program Recruitment (15%) (40 hours between Jan - June, 2021)
Serve as primary spokesperson and representative for program(s) at appropriate gatherings and events, conferences, workshops, etc., to promote program(s) and HECUA mission and to establish linkages with people in communities and at HECUA member institutions.

Key functions:

- Work with the Recruitment team to schedule and implement campus visits to recruit prospective students.
- Develop and sustain relationships with campus faculty and staff.
- Share information with other HECUA staff about the program’s curriculum, schedules, program happenings, internships, and issues in the communities with which the program is connected.
- Become familiar with other HECUA program offerings, and about happenings in other programs, internship possibilities, general admission procedures, and the history and current situation at international program sites.

Qualifications:

- M.A. required, Ph.D. preferred
- Demonstrated connection with environmental organizations in the Twin Cities, including organizations in which the interests of people of color and indigenous people are central.
- Academic training and experience in social movements or social movement theory and the environment. Experience teaching in interdisciplinary, experiential education.
- Experience in and passion for teaching undergraduate students, and commitment to mentoring and teaching developing artists and leaders.
- Passion for and commitment to collaboration.
- Excellent communication and interpersonal skills.

Working Conditions: HECUA offices are located at 2233 University Avenue, Suite 210, Saint Paul, MN 55114, conveniently located off the Green Line as well as bus routes 63, 67, and 87. This position works primarily in a shared office on the second floor, available via elevator or stairs. While the building allows pets, the office is pet free with the exception of service animals. Laptop computers and workstations are provided, with accommodations available for seated or standing desks. Regular travel in the Twin Cities metro area and some travel to greater Minnesota is required for this position.

Terms: This position is currently a Fall semester only program within a 6 month contract from July 1 to December 31st, plus 40 hours additional recruitment responsibilities beginning in 2021. The Program Director must be available to teach two days each week from early September through early December. The starting salary ranges from $50,800 FTE to $52,800 FTE ($25,400 to $26,400 for the semester). HECUA offers competitive medical and dental benefits, life and disability insurance, pre-tax Flex Spending Account (FSA), paid holidays, safe & sick leave, and a generous 403(b) retirement plan. The preferred start date for the position is: July 1st, 2020 for full time.

To Apply: Application deadline is 5pm CST Friday, March 13, 2020. Interested candidates should email a PDF cover letter with academic statement and CV to: hecua@hecua.org. Please include “ES Program Director” in the subject line. No phone calls please.

HECUA is an equal-opportunity employer. People of color are strongly encouraged to apply.