The Department of Dance at the University of Illinois at Urbana-Champaign seeks an Assistant Head for Academic Program Administration and Engagement to manage the Dance Department's outward-facing operations of recruiting, student retention, and engagement, working creatively, visibly, and proactively to promote the Department's missions to prospective students, the media, the public, and donors, while ensuring the efficient and effective management of the internal operations of the Department and teaching and mentoring students.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEO.

**Major Duties and Responsibilities:**

**42%--Recruitment and Retention**
- Working with the faculty Undergraduate and Recruitment Director and Graduate Director, develop a comprehensive recruitment and admissions strategy.
- Administer admissions and recruiting activities, including managing prospective student auditions and the review of applications to the MFA program. Represent the Department at recruitment events.
- Manage the departmental website and develop and execute effective and integrated social media strategies for recruitment and engagement purposes.
- Respond to MFA Program inquiries from prospective students and aid in recruitment of exceptional MFA and BFA candidates.
- Oversee all academic administrative operations of the MFA Program and act as the Department's primary liaison with the Graduate College.
- Serve as the Dance liaison for College-level recruiting initiatives and activities such as the FAA Summer Intensive and Admitted Student Day.
- Responsible for implementing graduate merit-based aid offers, monitoring scholarships, fellowships and assistantships, and working with the Graduate Director to create a scholarship budget and ensure scholarship guidelines are adhered to.
- Assess MFA students' academic progress toward fulfilling degree requirements to facilitate timely completion of their degrees.
- Work with faculty to develop interventions for at-risk students by providing advice and assistance, and making referrals to other services in the University community as needed.
- Manage recruitment and promotional budgets, identify and recommend the most effective use of recruiting and promotional funds, and ensure budget personnel receive the information for processing and purchasing.

**15%--Engagement**
- Oversee outreach programs, performances, conferences, and other departmental activities, liaising with other college and units and monitoring costs and revenues where applicable. Manage media relations and marketing for these activities. This includes assessing and evaluating the impact of these initiatives on the achievement of the Department's missions.
- Liaise with artists-in-residence on behalf of the Department, handling essential information related to the artist's visit, scheduling guest artist classes, and ensuring a successful residency.
- With the Department Head, develop strategic objectives for public engagement programming, and ensure their effective implementation.
- Work with College Advancement staff to help strategize and host selected advancement events. This includes compiling fundraising data for the Dance Partners Advancement Committee to inform their choice of donors and potential donors to approach for fundraising purposes.
31%--Administration
- Manage the administrative responsibilities of the Head, coordinating with other offices and staff as needed. This includes liaising on behalf of the Department with the Performing Arts Service Center and the College.
- Provide leadership for the efficient functioning of all administrative operations of the Department while maintaining the efficient and effective day-to-day operations of the office. This includes supervising hourly and student employees and the clerical employee who provides support services for the Head by arranging meetings and appointments.
- Manage facilities, including the Department's guest artist apartment.
- Gather and submit all academic reporting data.
- Coordinate with and support the operations of Department committees and other governance-related activities.
- Working with the Department Head, develop the internal operations budget, liaising with the Performing Arts Service Center staff responsible for tracking and reporting financial activities. Make recommendations on departmental purchases.
- Ensure the hiring, separation, leaves, and other departmental human resources information is documented and communicated to the Performing Arts Service Center, the College, and/or campus human resource offices as appropriate.
- Assist the Head with grant-writing by compiling data and drafting text for the Department's grant proposals.

12%--Academic
- With Dance faculty and FAA Assistant Director of Career Services, coordinate and implement a comprehensive plan for dance student career development that includes career fairs, grant competitions, and internship opportunities.
- Advise students on internships, job applications, and funding for projects.
- Teach DANC 425: Dance Internship.

Appointment Status:
This is a full-time regular academic professional position. Salary is commensurate with experience and qualifications. This position will also hold a 0% specialized faculty appointment. Starting date is as soon as possible after the closing date.

Position Requirements and Qualifications:
This position requires a bachelor's degree, preferably in performing arts, arts administration, or a related field. Administrative or supervisory experience is also required, with a preference for three (3+) years of administrative experience along with a background in dance or the arts and/or not-for-profit administrative experience. Expertise in teaching career preparation, arts or not-for-profit administration, online classes and/or introductory courses to non-majors is also preferred.

To ensure full consideration, please create your candidate profile at http://jobs.illinois.edu and upload your letter of application, resume, and names and contact information of three professional references by May 7, 2019. All requested information must be submitted for your application to be considered. For further information regarding application procedures, you may contact Cynthia Howard, choward1@illinois.edu. The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.