

## The Bard College Clemente Course in the Humanities

Sponsored by Mass Humanities and Springfield YMCA

### POSITION AVAILABLE: ACADEMIC DIRECTOR

THE ACADEMIC DIRECTOR (AD) IS RESPONSIBLE FOR IMPLEMENTING AND SUPERVISING THE ACADEMIC PROGRAM OF THE CLEMENTE COURSE IN THE HUMANITIES, a free, college-level course for low income adults, taught in community settings, which will be offered in Springfield in academic year 2015-2016. The AD is an independent contractor who works closely with the staff of Mass Humanities and the partnering institutions. Ideally, she/he also teaches one of the five subject areas that make up the Clemente Course (literature, American history, art history, moral philosophy, and writing and critical thinking). Qualifications include an advanced degree in a humanities discipline, ideally a PhD; excellent leadership and teaching skills; and experience working with nontraditional students. Salary for the directorship, estimated to be a one-quarter-time position for the academic year, with some flexibly scheduled planning time in late spring and summer, is \$13,000. Teaching a subject area carries an additional stipend. The duties of the Academic Director are outlined below.

- Recruits and selects faculty, in cooperation with Mass Humanities
- Recruits, selects, and orients students, with assistance from Mass Humanities and the host agency
- Interprets course standards and oversees development of curriculum, in collaboration with Mass Humanities staff and Bard College
- Develops the academic calendar
- Forms a close, supportive relationship with students to provide personal encouragement and to detect personal and academic difficulties as they arise
- Works with host agency to arrange appropriate support services for students
- Attends all classes (two evenings a week)
- Arranges for and conducts periodic meetings of course faculty
- Orders books and arranges for equipment as necessary
- Arranges for disbursement of monies for student transportation
- Tracks student attendance and academic standing
- Provides recommendations for students seeking jobs and applying to college
- Meets regularly with host agency coordinator to review progress of the program
- Keeps Mass Humanities apprised of developments and problems
- Plans graduation ceremony in conjunction with the host agency and Mass Humanities
- Attends annual meeting of Clemente Course directors in New York City
- Assists in the implementation of an outcomes-based evaluation of the Course

APPLICATIONS ARE BEING ACCEPTED NOW. The position will be filled as soon as the ideal candidate is found.

For further information about the Clemente Course, visit [www.masshumanities.org/clemente\\_course](http://www.masshumanities.org/clemente_course).

To apply, send a resume and a letter introducing yourself and explaining your interest in the position to David Tebaldi, Executive Director, Mass Humanities, at [tebaldi@masshumanities.org](mailto:tebaldi@masshumanities.org).

If you have questions before applying, you may reach David at 413-584-8440, extension 105.