



# the evergreen state college

Olympia, Washington

## Assistant Director – Teacher Education Programs

For complete details and to learn how to apply for this position visit:

<https://evergreen.edu/employment/>.

### Position Purpose

This position is responsible for 1) serving as the college's certification officer; 2) managing recruitment efforts and direct student service assistance to prospective and current teacher education students including extensive academic and financial aid advising; 3) conducting oversight of the admissions process and participant monitoring; and 4) providing administrative support to the program Director and faculty including program records management, data collection and reporting in accordance with state and federal guidelines.

This is a fulltime, overtime-exempt position on the Olympia Campus of The Evergreen State College. This is an "at-will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements.

**Salary and Benefits:** \$4,329 – \$4,892 per month of full-time work + excellent benefits including paid sick and vacation leave; paid campus holidays; a generous medical, dental, life and disability insurance package; and a tuition waiver program.

**Closes:** January 11, 2018

All requested application materials must be submitted by the deadline in order to be considered.

### About the College

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, graduate programs, and public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

### Application Process

For details on the application requirements and process visit: <https://evergreen.edu/employment/>.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, or veteran status.