

HAMLIN UNIVERSITY  
School of Education  
November 2008

Part-time Instructor, Administrative Licensure Programs

Position Description

This part-time (.6) position is responsible for teaching, student advising, and program support for three license programs offered through the School of Education: K-12 Principal, District Superintendent, and Director of Special Education. This position reports to the Coordinator of Administrative Licensure Programs.

Responsibilities

These may include, but are not limited to:

- Teaching required administrative licensure courses
- Advising prospective and current students
- Collaboratively administering Initial Competency Assessment and Program Exit Interviews
- Supervising field experiences for license candidates
- Supporting recruitment and administrative responsibilities of the Coordinator as needed

Required Qualifications

- Earned M.A. in education
- Current Minnesota administrative license
- Demonstrated successful experience as a District Superintendent, K-12 Principal, or Director of Special Education
- Exceptional collaborative skills
- Exceptional written and oral communication skills
- Able to demonstrate leadership for social justice and issues of equity
- Able to demonstrate leadership in building community, practicing reflection and inquiry, and constructing knowledge

Preferred Qualifications

- Earned Ph.D. or Ed.D
- Minimum of 10 years' administrative leadership experience
- Experience teaching adult learners in higher education
- Technology experience, especially electronic portfolios

Appointment Details: 17-month contract starting February 1, 2009. Subsequent renewal contingent upon results of performance review.

Application review: Begins immediately, continues until position is filled. Please send a cover letter that addresses how you meet the required and preferred qualifications, your curriculum vitae, and a list of three professional references with contact information. Preferred start date is February 1, 2009. Send your application electronically to [hujobs@hamline.edu](mailto:hujobs@hamline.edu) or by postal mail to the Human Resources Office, Hamline University, MS-C1904, 1536 Hewitt Avenue, St. Paul, Minnesota 55104.

Hamline University encourages applications from women and members of underrepresented groups.  
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