



2 Boylston Street, 2nd Floor, Boston, MA 02116 | 617-449-7070 | www.urbancollege.edu

Human Services Administration - Faculty and Program Chair

General Description

The Human Services Administration - Faculty and Program Chair provides leadership and oversight for the Urban College of Boston's Human Services (HUS) Administration program.

A successful candidate will be a motivated, enthusiastic, and collaborative individual with excellent communication skills and be highly organized, detail oriented, and able to adapt quickly to change. Urban College has a small staff and, consequently, members of the team have a variety of responsibilities and must carry them out in a fast-paced, data-driven, and results-oriented culture.

Including certificate programs as well as an associate degree program, the Human Services Administration program prepares students to work in the human services field. Besides maintaining the existing HUS programs, the College anticipates exploring and developing new academic and workforce development pathways in HUS Administration. Current areas of exploration include, but are not limited to, behavioral health, substance abuse, and addiction. The person in this position will lead this exploration process and new curriculum development efforts to ensure the HUS offerings are relevant, timely, and connected with employer needs. The person in this position will collaborate closely with local community partners and employer partners.

This full-time (37.5 hours per week) position is based on UCB's Boston campus (2 Boylston Street, 2nd Floor, Boston, MA 02116) but is currently approved as a hybrid position, with the possibility of up to 70% remote work and an expectation to be available on campus for the remaining 30% activities that may be held in person, including scheduled on-campus class meetings, monthly academic affairs or other college meetings, selected student-centered events, open houses, selected summer workshops or events, and/or partner site visits. This role may require occasional travel to partner sites as well. This employment model is subject to periodic review by the President.

Salary Range: \$65,000-\$80,000

Responsibilities

- **Faculty Duties:**
 - Teach 12 credit hours (4 courses) each year as assigned.
 - Advise 20-25 students as assigned following all applicable policies and procedures.
 - Serve on selected College committees as elected or appointed.
 - Attend and lead program, department, or college meetings as directed.
 - Participate in assessment of course and program learning outcomes.
 - Approve and supervise HUS directed study and experiential learning activities.
 - Attend commencement and participate in student-centered activities.
 - Adhere to other requirements for faculty as established in the faculty handbook.

- **Chair Duties:**

- Act as liaison to HUS community partners and support HUS partnership development efforts at the college as directed by the VP of Academic Affairs or their designee.
- Develop HUS curriculum and program offerings, including course schedules in collaboration with other departments and the VP of Academic Affairs or their designee.
- Assist the VP of Academic Affairs or their designee in recruiting, selecting, scheduling, supervising, observing, and evaluating adjunct faculty.
- Collect and review HUS syllabi and course materials and provide guidance to faculty.
- Lead HUS program assessment/program review efforts in consultation with the College's Manager of Institutional Research and Assessment and the Assessment committee; provide logistical support for ongoing program improvement activities.
- Identify HUS internship locations and guide students during practicums/internships.
- Participate in current and prospective student-centered activities including advising, recruitment events, and open houses; in-person attendance may be necessary for these activities.
- Other duties as assigned.

Qualifications:

- A master's degree in human services, behavioral health, psychology, or a closely related field.
- A minimum of two years of full-time work experience teaching, advising, or human services program development in an academic or human services setting is required.
- Excellent oral and written communication skills.
- Interest in working in a mission-driven academic institution with multilingual and nontraditional student body.
- Demonstrated ability to cultivate relationships with stakeholders including faculty, students, and employers.
- Course and curriculum development and college teaching and/or mentoring experience.
- Experience using an LMS, such as Brightspace.

Preferred Qualifications:

- Bilingual proficiency (e.g., in Spanish, Portuguese, Mandarin, or Haitian Creole).
- Significant direct work experience in a Human Services Administrative position or in a closely related role and knowledge of the needs of Massachusetts-based HUS employers.
- Demonstrated ability to develop and sustain strong, reciprocal partnerships, especially in Human Services Administration and allied areas.
- Experience in project management, grant management, or a related field.
- Competent with Microsoft products, including Word, PowerPoint, Excel, Teams, and SharePoint.

To Apply

Interested applicants should submit a: 1) cover letter and 2) resume. Please submit your application materials to Chiquita Barnes at chiquita.barnes@urbancollege.edu.

About Urban College of Boston

A private, non-profit college accredited by the New England Commission of Higher Education (NECHE), Urban College of Boston (UCB) opens new pathways to opportunity through individualized, supportive, and multilingual education that prepares a diverse community of learners to pursue career advancement and transform their lives.

UCB grants Associate of Arts degrees in Early Childhood Education, General Studies, and Human Services Administration, and offers seven certificates. UCB enrolls over 1,000 students annually, many of whom attend college part-time, while working full-time and raising a family. Classes are offered in online asynchronous, online hybrid, and in-person formats. UCB offers classes in English, Spanish, Mandarin, and Portuguese.

Chartered in 1993, UCB has long served an ethnically- and racially- diverse student body; of the over 1,100 students enrolled during the 2022-2023 academic year, 59% identified as Hispanic or Latinx, 14% as Black or African American, 10% as Asian, 6% as white, 3% as another race or ethnicity, and 8% did not indicate their race or ethnicity. During the same period, 92% of students were women, the average age was 37, and students came from 97 cities and towns across Massachusetts.

Urban College of Boston is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. If you require alternative methods of application or screening, please contact us directly at hr@urbancollege.edu.