

POSITION DESCRIPTION**Co-Director of Training
ACTP Professional Coach Certification Program****NATURE OF WORK**

The Co-Director of Training (Co-DoT) is an independent contractor working in collaboration with a second Co-Director and the Program Manager for Career Advancement and Experiential Learning to deliver the ACTP Professional Coach Certification Program (PCCP). The PCCP is an executive education program housed in the Graduate School of Business with oversight by the Associate Dean for Graduate Programs and Executive Education.

The Co-DoT receives an annual contract running from July 1 through June 30. In consultation with the Program Manager, the Co-DoT is responsible for the administrative oversight, maintenance, delivery, improvement, and integrity of the PCCP curriculum, instructional processes, and assessment procedures. The Co-DoT will also collaboratively lead faculty training and development efforts.

The successful candidate will be evaluated based on their ability to meet established goals and through feedback from appropriate constituencies. Work will be reviewed through regularly scheduled meetings, reports, analysis, and observation of results.

Principal Duties and Responsibilities *(This list is neither absolute nor restrictive, but indicates approximate duties and responsibilities that may be redefined pursuant to operational needs.)*

Specific curriculum and instructional processes duties and responsibilities

- Leading faculty in the ongoing refinement of academic content and learning experiences across the entire curriculum
- Ensuring that individual academic content and learning activities are coordinated, and seamless throughout the entire program, and up-to-date from an evidence base
- Ensuring that the curriculum and the courses are being taught as submitted and approved by the ICF
- Ensuring that all course objectives are met and that all course content meets ICF accreditation standards

- Ensuring that all printed and posted materials are prepared in PCCP defined format (PCCP and ICF logos as necessary) in a timely and accurate manner
- Maintaining an organized file of all program information (i.e., program dates, student rosters, mentoring feedback, written exam feedback, oral exam feedback, grades, ACTP hours earned, student program evaluations and other documentation)
- Ensuring that all equipment and materials (including AV equipment and printed handouts) necessary for the face-to-face courses are requested and/or provided in a timely fashion
- Ensuring that all materials and documents are posted to Blackboard in a timely fashion
- Arranging for past graduates to observe and participate as needed
- Submitting the final composite report of program hours to the program manager and recommending eligibility for graduation from the program
- Preparing, organizing and delivering the weekend modules
- Completing ICF required surveys on a quarterly basis
- Meeting monthly with the Program Manager to provide updates
- Identifying program content and faculty to deliver two electives for the PCCP each year
- Identifying and assigning mentors for participating students
- Organizing an annual meeting for PCCP alumni for that may provide CCEU's
- Sending a quarterly update to PCCP alumni on new coaching initiatives

Specific assessment procedures duties and responsibilities

- Ensuring the ACTP written/oral exam process follows that which was submitted to the ICF
- Ensuring all required student hours are met and properly recorded to ACTP standards
- Tracking student completion to identify eligibility to sit for written and oral final exams
- Scheduling program evaluations and reviewing with faculty

Specific faculty training and development duties and responsibilities

- Leading PCCP faculty in discussion regarding curricular, student, and programmatic issues

- Making faculty recommendations and submitting resumes to program manager prior to the start of each cohort
- Training all new faculty in the PCCP model and methods of delivery
- Ensuring face-to-face, online and teleconference faculty are trained and ready both in terms of content and technology by coordinating with faculty and Duquesne Educational Technology Center personnel as needed

Specific student enrollment, engagement and advising duties and responsibilities

- Conducting applicant interviews
- Ongoing student advisement
- Approving student choices for professional coach assignment
- Leading face-to-face and online information and orientation meetings as needed

Additional duties and responsibilities to ensure the ongoing viability of the program include

- Collaborating with PCCP program manager on website, brochure and social media updates
- Exploring opportunities for additional workshops and electives
- Contributing to marketing efforts for PCCP and any additional coach specific workshops
- Staying current on ICF, ACTO and other professional coaching organization developments

REQUIREMENTS OF WORK

Work requires a Bachelor's degree and a PCC credential from ICF. Successful candidates must also have 5 years of experience coaching clients and subscribe to the ICF definition of coaching, Code of Ethics and Core Competencies. A master's degree is strongly preferred or any equivalent combination of experience and training, which provides the knowledge, skills, and abilities required to perform the essential job functions. This includes, but is not limited to, the following:

- Experience teaching online and in-persons courses/training
- Excellent written and verbal communication, listening, and follow-through skills
- An executive presence
- Highly organized and detail-oriented, excels at multi-tasking with a strong work ethic
- Willingness to take ownership of initiatives to modify and improve procedures

- Exceptional interpersonal skills; ability to interact effectively with diverse constituencies
- Impeccable integrity and commitment to success of the School overall
- Ability to work occasional evenings and weekends and to travel to off-site locations to facilitate scheduled programs
- Valid Driver's License

Program details can be found at www.duq.edu/pccp. To apply, candidates should send a resume and cover letter to Christine Hughes at hughesc@duq.edu