

Job Description:

Director of University Support Services

Willamette University Institute for Continued Learning

- The major responsibility of the Director of University Support Services shall be to promote the second of the dual purposes of ICL as stated in its constitution:

“to provide support to the University, its faculty, and its students in achieving the mission and goals of the University.”
- The Director of University Support Services shall meet with the key university administrators deemed necessary, to identify opportunities for ICL support of Willamette programs.
- The Director of University Support Services shall regularly alert ICL members of special events that are occurring at the university to encourage ICL attendance and support of said activities.
- The Director of University Support Services shall, as necessary, meet with the appropriate university administrators to (1) discuss how ICL can be of more support to the academic departments and their students and (2) consider how ICL members can become more effective ambassadors for Willamette.
- The Director of University Support Services shall function as ombudsman for ICL members by meeting with or contacting appropriate university personnel to improve the quality of life on campus for ICL members (e.g. safety issues, library hours, card-keys, procedures for class/seminar scheduling, soliciting faculty presentations when requested by Curriculum Directors) as well as encourage ICL community service and outreach.
- The Director of University Support Services shall arrange for and distribute Willamette Heritage Center and Kaneko parking permits to those ICL members who request them.
- The Director of University Support Services is responsible for contacting the WU Campus Safety/Parking regarding those ICL persons eligible for campus reserved parking spots.