

## DIRECTOR MS IN ARCHITECTURE-FACILITIES MANAGEMENT PROGRAMS

Florida A&M University  
School of Architecture Engineering Technology

### Job Description

#### OVERVIEW

A director leads each program. The Director for the MS in Architecture-Facilities Management program will be responsible for supporting the vision and mission of Florida A&M University (FAMU) and the School of Architecture & Engineering Technology (SAET). The Director manages faculty matters, including faculty development, recruitment, and performance evaluations.

As a member of the SAET Dean's Leadership Team, the Director will work with the Associate Dean's Office on curriculum matters and procedural development. The Director will work with the Dean's Office on accreditation compliance, promotion and tenure, salary increases, leaves of absences, space planning, facility, and equipment management, etc., and provide key communication links between all programs in the SAET.

This person is responsible for sustaining and advancing the FAMU SAET's MS in Facilities Management programs through academic, creative, and scholarly leadership. This Director is also the liaison with the School of Business & Industry undergraduate program in Facilities Management. The Director builds strong relationships with other campus units and leaders while representing the interests of the International Facilities Management Association (IFMA) and ABET to audiences both inside and outside the university.

#### DUTIES

##### 1. Support effective recruitment, mentorship, and retention of students:

- a. Develop short-term and long-term goals for recruiting students with the SAET Outreach  
Implement strategies to achieve Board of Governors' Performance Based Funding (PBF)  
Metrics:
  - i. *Metric 8a.* Graduate Degrees Awarded in Areas of Strategic Emphasis (includes STEM).
- b. Coordinate and manage enrichment programs and special events.
- c. Coordinate graduate end-of-the-semester awards.
- d. Manage Graduate Student Assignments/Assistantships, and aid.
- e. Coordinate special events such as, Job Fair, Internship Placement, etc.
- f. Provide advice to prospective candidates to the MS in Architecture—Facilities Management (MSFM) program.
- g. Coordinate MSFM matriculation:
  - i. Admissions
  - ii. New Student Orientation
  - iii. Student funding
  - iv. Graduation certification with the Director of Student Services.
  - v. Job Placement & Tracking (IFMA)

##### 2. Develop and implement the degree program's strategic plan (see Table 16) based on the following:

- a. BOG Performance Metric: add each metric above), then
- b. Goals/Strategies: add goal (s) for each metric, then
- c. Actions: add tactics and/or actions that will be used to achieve the goal/strategy, then
- d. Measures: add target metrics that will be obtained, and
- e. Responsible Person/Units: list the person(s) responsible for the strategy.

**3. Academic Advisement:**

- a. *Staying Informed.* The Director keeps abreast of schedules for advisement and registration.
- b. **Senior Advisor Role.** As the senior academic advisor for the undergraduate SBI housed BS in Business Administration with a Program Major in Facilities Management and Master of Science in Architecture—Facilities Management program, they guide students through their academic journey.
- c. *Professional Advisor.* Advise students on professional and career matters.
- d. *Monitoring Accuracy.* With the SAET Registrar, monitor accuracy of student academic advisement files, including Progress/Checklist forms.

**4. Degree Certification:**

- a. With the Registrar, conduct final degree completions.
- b. Review and approve all Course Exception Forms as needed.

**5. Assessment of degree programs, curricula development, and instructional innovations and effectiveness:**

- a. Coordinate PBF reporting to Associate Dean.
- b. Coordinate curriculum updates.
- c. Coordinate ABET key performance outcomes for each class.
- d. Coordinate end of semester reviews.
- e. Complete annual reports and data requests as requested.

**6. Maintain curricular requirements as mandated by the ABET accrediting agency:**

- a. Review syllabi for compliance.
- b. Coordinate implementation of ABET performance criteria in all ARC courses. Develop rubrics as well.
- c. Schedule courses, recommend faculty assignments to Associate Dean, and develop Assignment of Responsibility (AOR) forms.
- d. Confirm space and furniture preparation at the start of each semester.
- e. Coordinate end-of-the year assessment reports for ABET and the Associate Dean for SACSCOC reporting.

**7. Provide SAET and university service as related to the MSFM.:**

- a. Complaint/Grade Grievance Committee.
- b. Document faculty and student activities during and at the end of the semester.
- c. Coordinate and manage enrichment programs and special events.
- d. End-of-the-year Awards Committee.