



Brandeis University
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*Rabb School of Summer
and Continuing Studies*

Job Description: Director, Brandeis Adult Learning Institute (BALI)

General:

The Director of the Brandeis Adult Learning Institute (BALI) is the day-to-day leader of BALI overseeing Study Groups, Lunch and Learn lectures, and Special Programs for adults learning in retirement on campus and off campus.

1. Establishes and maintains the academic quality of all programs
2. Develops and sustains an ambiance which blends a sense of community and high quality academic standards
3. Provides continuity for the membership of BALI and the volunteer committees within BALI
4. Serves as the catalyst for building community among the participants and acts as a sounding board for students, study group leaders, and committees
5. Attends committee meetings, serves as liaison between committees and the University administration, and provides executive oversight for all committee activities
6. Assumes responsibility for operational details of the program and works with University departments to support the program
7. Utilizes University and general media for publicizing and interpreting BALI to the public
8. Takes a leadership role in establishing and maintaining policies and practices, in consultation with the Assistant Provost
9. Is responsible for developing and managing the annual budget in consultation with the Assistant Provost
10. Engages in fundraising for BALI with Associate Provost and Development Office
11. Engages in a planning process on a regular basis
12. Supervises staff and student employees

Job Requirements:

Advanced degree plus higher education administrative or teaching experience. Community building skills and experience working with a volunteer organization. Strong management skills including planning, organizing, implementing, and assessing programs. An understanding and appreciation for lifelong learning. Ability to work well with retirees.

March 2001