



**PART-TIME PROGRAM COORDIANTOR/INSTRUCTOR**  
**FASHION DESIGN & MERCHANDISING**

**JOB DESCRIPTION**

Villa Maria College seeks applications for a part-time Program Coordinator/Instructor for the Fashion Design & Merchandising program. This is a three-year interim position lasting through spring 2022.

**RESPONSIBILITIES**

Teach undergraduate courses in the fashion design and/or merchandising area. Courses could include fashion illustration, CAD, portfolio development, as well as some apparel construction and technical design and/or textiles. Students can select either a Design track or a Merchandising track. The curriculum stresses the understanding of art and design principles, textiles, and business and merchandising practices. The candidate will also be responsible for carrying out duties associated with managing the program, and/or other duties as assigned and determined by the College, which include:

- Collaborate with the Department Chairperson and part-time faculty to evaluate, create and develop program course schedules, budgets and resources for the program;
- Assist Department Chairperson and Student Success Center as academic advisor to students;
- Assist the Department Chairperson in assessing the effectiveness of the curriculum;
- Coordinate and oversee the purchasing of all course supplies, materials, equipment, and travel arrangements with part-time faculty;
- Collaborate with part-time faculty and oversee the annual fashion show;
- Maintain knowledge of departmental standards, policies, and procedures and
- Support the mission and objectives of the College.

**QUALIFICATIONS**

- Master's degree (MFA or MA) in Fashion Design & Merchandising or related field.
- College-level teaching experience preferred.
- Ability to teach both lecture and studio courses is required.
- Program or administrative experience preferred.
- Strong portfolio in Fashion Design or related field.
- Strong verbal and written communication skills.
- Knowledge of textiles, CAD, fashion illustration and Lectra Software.

**ESSENTIAL FUNCTIONS:**

General classroom environment requires employee to be flexible with manual dexterity. This work may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Evening and weekend hours may be needed, on occasion, to perform work associated with this position.

**To be considered, please submit your resume and complete the online job application at [Jobs.villa.edu](http://Jobs.villa.edu).** When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and the strongest, most qualified candidates will be contacted for an interview.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Villa Maria College is an equal Opportunity Employer.*

**Villa Maria College Core Values:** "Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace."

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities.*