

Official Title: Director, Center for Homeland Defense and Security (CHDS)

Pay Schedule: AD-09

Non-Tenure Track

A. Summary: The Center for Homeland Defense and Security provides graduate and executive level courses, seminars, and educational research in the field of homeland defense and security, counter-terrorism, critical infrastructure protections, and emergency management. The Director (CHDS) is responsible for ensuring that the functions of CHDS are carried out effectively and for providing overall management and direction for the operational, strategic, and fiscal activities of the Center. Additionally, the Director teaches courses offered by CHDS and conducts scholarly research to advance the state of knowledge and to maintain currency in the field of homeland defense and security.

B. Duties: The Director:

- organizes, manages, budgets, and governs the CHDS to carry out the educational and research objectives of the Center;
- provides oversight of the education and research program areas and well as the overall administration of the Center's support structure;
- prepares for, and teaches courses and seminars and develops curricula for Degree and non-degree courses for resident and non-resident students and for mobile education teams for delivery to Governors, mayors and other senior governmental officials;
- serves as principle investigator and/or co-principle investigator proposing and leading scholarly research and disseminating those results through peer-reviewed means;
- serves on the Board of Reviewers of the Homeland Security Affairs peer-reviewed journal;
- provides academic advice, service, or consultation in the areas of homeland security, homeland defense, emergency management, domestic intelligence, and other homeland security fields and areas;
- supports federal, state, local, territorial and tribal governments in their advancement of homeland security and public safety leadership, education, and policy and strategy development; and,
- performs other duties commonly understood to be Chair-like duties, as required.

C. Scope of Duties: The Director works independently under the direction of the Dean, School of International Graduate Studies (SIGS). The Director is responsible for the operations of the Center and for supervising faculty staff members, student researchers, and other personnel assigned to the CHDS.

D. Qualifications:

- a graduate degree in a discipline that support the needs of CHDS;
- significant prior experience (typically 15 years) in the field of homeland security related policy, strategy, practical application and research;
- accomplishments in education and research commensurate with appointment as a senior faculty member; and,
- evidence of excellent teaching ability at the graduate level.

E. Special Requirements: Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum; incumbent required to file OGE 450, Confidential Financial Disclosure Report.