Position Description

Director of Education

Summary:
In cooperation with ICHRIE staff, the Director of Education shall develop programs and processes to foster and maintain excellence in teaching, service, research and scholarly activities in order to develop the leaders of hospitality education in the future. The Director of Education shall chair the Education Committee and the Professional Development Committee.

Duties, Responsibilities, and Authority:

- Attends the winter and summer meeting of the ICHRIE Board.
- Ensures that the educational and professional development needs of the membership are met.
- Creates, approves and evaluates educational programs and activities for ICHRIE members in all categories.
- Facilitates improvement of teaching and learning methods through technology and benchmarking best practices.
- Provides forums for discussing current and future issues impacting the hospitality and tourism industry.
- Encourage industry involvement in ICHRIE educational activities.
- Design programs and products and services to meet the needs of the members.
- Utilize technology to deliver educational and professional development opportunities to members.
- Provide forum for involvement of graduate students as future educators.
- Analyze all programs, products and services to ensure member benefits.
- Maintain committee structure and coordinate activities and provide feedback.
- Assures that the ICHRIE Board is adequately informed of Committee activities through reports, articles and other methods available.