

**Call for Applications**  
**Faculty Coordinator for Global Education**

The Office of the Provost is pleased to invite full-time tenured or full-time tenure-track faculty members to apply for the position of Faculty Coordinator for Global Education. The appointment begins Fall 2017 and is renewable annually.

Attached is a description of the duties for the position. To apply, please send a letter of up to three pages describing your qualifications for the position and curriculum vitae to Ms. Marie Zufelt, Administrative Assistant, Office of the Associate Provost for Academic Administration ([marie.zufelt@millersville.edu](mailto:marie.zufelt@millersville.edu)). Electronic submission is preferred. Priority consideration will be given to complete applications **received by May 5, 2017**.

Dr. Jeff Adams and the Director and staff in Global Education wish to thank Dr. Christine Gaudry for her service in this role over the last year.

Questions should be directed to the Associate Provost for Academic Administration, Dr. Jeff Adams ([jeff.adams@millersville.edu](mailto:jeff.adams@millersville.edu)), 871-7462.

## Position Description

**Title:** Faculty Coordinator for Global Education

Two-course release/reassignment for fall and spring semesters

**Term:** Regular appointment beginning fall 2017; period of three years renewable annually

**Description:** Reporting to the Associate Provost for Academic Administration, the Faculty Coordinator, in collaboration with the Director of Global Education assists in the promotion, implementation, and assessment of MU's international programs, courses, and initiatives and serves as a resource to identify and lead areas of growth.

The Coordinator will be a member of the faculty with an annual alternative work assignment as specified above. The appointment will be made by the Provost in consultation with the dean of the college and the Associate Provost.

### **Duties include:**

1. Promote and support faculty engagement in international initiatives.
2. Collaborate with the Associate Provost for Academic Administration in seeking global opportunities for students, faculty, and staff on the Millersville University campus, in the community, and around the world.
3. Work with MU faculty and administration in supporting international partnerships, including, but not limited to experimental courses, curricular articulation agreements, and dual-degree programs.
4. Serve as a member of the Global Education Advisory Board.
5. Lead efforts to foster engagement of the MU faculty community about unique needs of international students.
6. Work with academic departments and faculty to promote study abroad opportunities for MU students.
7. Coordinate the academic advising activities for incoming international exchange and degree seeking students.
8. Advise faculty in the development of MU courses abroad, with the goal of increasing "high impact" opportunities for students.
9. Participate in the study abroad application review process and liaison with faculty advisors to maximize transfer credit options for participants.
10. Act as MU campus representative and application advisor for programs such as the Fulbright Program and Boren Award to interested students, faculty, and administrators.

11. Advise and develop policies related to the development of new international programs and initiatives for consideration by the administration.
12. Serve as liaison with faculty committees on issues related to comprehensive internationalization.
13. Serve as liaison and assist in supporting international students and visiting scholars.
14. Assist all international students in navigating university policies and procedures.
15. Act as an advocate in resolving issues that may adversely impact the academic progress of international students.