

## **MEMORANDUM**

TO: All Regular Full-time Faculty

FROM: Dr. Vilas A. Prabhu  
Provost and Vice President  
for Academic Affairs

DATE: September 13, 2017

RE: **CALL FOR APPLICATIONS: COORDINATOR, WOMEN'S STUDIES  
MINOR**

The Women's Studies Curriculum Committee cordially invites applications from regular full-time faculty for the position of Coordinator of Women's Studies. Please see the attached for a description of the Coordinator's responsibilities. The term of this appointment will be spring 2018 through spring 2020.

This position reports to the Dean of the College of Arts, Humanities and Social Sciences, and is charged with the oversight of the Women's Studies interdisciplinary minor program. Compensation for this alternate workload assignment is one course (three workload hours) release in each semester of the academic year. Student support is available for this position.

Successful applicants for this position will demonstrate a commitment to the program and to recruit students to the minor and to enhance the role of Women's Studies and interdisciplinary studies more generally on campus. Previous administrative experience is preferred.

Interested persons should send a complete letter of application stating 1) experience with teaching/scholarship/service in the field of Women's Studies; 2) your goals/vision for your role as Coordinator; and 3) a current curriculum vitae to Dr. Frederika Schmitt, Chair of the Women's Studies Curriculum Committee, via email at [Frederika.Schmitt@millersville.edu](mailto:Frederika.Schmitt@millersville.edu) no later than Wednesday, September 27.

Questions may be directed to Dr. Frederika Schmitt via email.

**Millersville University**  
**Job Description:**

**Coordinator of Women's Studies**

This position reports to the Dean of the College of Arts, Humanities and Social Sciences, and is charged with the oversight of the Women's Studies interdisciplinary minor program.

Compensation for this alternate workload assignment is one course (3 workload hours) release during each semester (fall & spring). Student support is available for this position.

The responsibilities of this position include:

- Serve as liaison between Women's Studies and the departments that currently offer courses in the minor.
- Provide academic advisement for students in the program and recruit new minors.
- Pursue other opportunities for the educational/research and co-curricular enhancement of students in the minor and other members of the University community.
- Work closely with the coordinators of the other interdisciplinary studies programs on campus, including African-American Studies, International Studies, and Latina/o Studies.
- Participate in the Council of Interdisciplinary Directors under the Faculty Senate-directed reorganization of interdisciplinary programs, and potentially serve as the Interdisciplinary Studies Programs representative to the Faculty Senate.
- Engage in outreach to community partners, such as the YWCA, PALCO (Project Access of Lancaster County) and the Business & Professional Women's Club.
- Encourage faculty to develop courses for inclusion in the Women's Studies minor.
- Facilitate and implement professional and course development opportunities for interested faculty in the interdisciplinary programs and the university.
- Update curricular requirements for the Women's Studies minor program and sit on the Women's Studies Curriculum Committee.
- Prepare and distribute program information via brochure and the program web site.
- Schedule WSTU 220, WSTU 330 and WSTU 488, as well as coordinating other Women's Studies course offerings, and participating in the recruitment and retention of adjunct and tenure-line faculty to offer courses in the minor.
- Prepare the Annual Report, Resource Requests, and Five-Year Program Review.
- Plan and implement learning outcomes.
- Serve on the Commission on the Status of Women, and serve as the liaison to the Commission on Cultural Diversity & Inclusion, the Commission on Gender & Sexual Diversity and the Sexuality and Gender Institute.
- Coordinate with Student Affairs and such organizations as the MU chapter of the YWCA and the AAUW.
- Serve as liaison with the Registrar, Associate Dean of the College of Arts, Humanities and Social Sciences, Admissions Office, Academic Advising, and the Budget Office.