

## Call for Applications

### Program Coordinator for BA in Multidisciplinary Studies

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 Program Coordinator for BA in Multidisciplinary Studies. The appointment begins Fall 2018 and is renewable annually.

Attached (below) 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 November 10, 2017**.

Dr. Adams wishes to thank Dr. Robert Bookmiller for his service to Millersville in this position, which will conclude at the end of the 2018 spring semester.

Questions should be directed to:

Dr. Jeff Adams, Associate Provost for Academic Administration

## **Position Description**

**Title:** Program Coordinator for BA in Multidisciplinary Studies  
One-course release/reassignment for fall and spring semesters

**Term:** Regular appointment beginning fall 2018; period of three years renewable annually

**Description:** The Program Coordinator for the Bachelor of Arts in Multidisciplinary Studies (MDST) reports to the Associate Provost for Academic Administration and serves as an advocate for the MDST major. The Coordinator leads and coordinates the implementation of the major in accordance with Millersville University's mission and governance, which includes serving as an ex-officio member of the MDST Curriculum Committee of Faculty Senate. The Coordinator is expected to work closely with faculty developing programs, with faculty advisors advising students in the major, and with all students declaring the major.

### **Duties Include:**

1. Coordinate advisement with MDST students and advocate for their academic interests.
2. Initiate and coordinate programs to promote understanding of the MDST major by faculty, students, and staff.
3. Collaborate with Admissions and other divisions to promote the major to potential students.
4. Work directly with students entering the major to identify appropriate tracks or develop individualized programs of study unique to students' needs. The Coordinator will then assist in identifying appropriate faculty to advise MDST students on discipline-specific issues and assist students in preparing proposals for the committee.
5. Collaborate with faculty, departments, and schools in developing new proposals for the MDST major.
6. Attend all meetings of the MDST Curriculum Committee and represent the MDST major on campus and in the community. Advocate for academic requirements and needs that advance program standards and individual student success.
7. Collaborate with the Vice President, Institutional Assessment and Planning and faculty to support rigorous processes of outcomes assessment to support curricular evolution and improvements in student learning.
8. Attend and assess student capstone presentations.
9. Conduct and document exit interviews with students graduating from the major.
10. Work with the Chair of the MDST Curriculum Committee to prepare and present an annual report for Faculty Senate.

11. Collaborate with the deans to ensure that the appropriate course schedule rotation and availability of courses to meet the needs of MDST students.
12. Conduct major and minor administrative and maintenance functions.
13. Engage in opportunities for professional growth and development.
14. Communicate emerging trends in interdisciplinary education and collaborate with administrators and faculty to develop programming in support of best practices.
15. Fulfill all other administrative duties assigned the Coordinator.