

Call for Applications: Faculty Coordinator for Internationalization

The Office of the Provost is pleased to invite full-time tenured or tenure-track faculty members to apply for the position of Faculty Coordinator for Internationalization. The appointment begins Fall 2018 and is renewable annually.

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 your curriculum vitae to Ms. Nancy Korycinski, Assistant to the Provost, (nancy.korycinski@millersville.edu). Electronic submission is preferred. Priority consideration will be given to complete applications **received by April 27, 2018**.

Dr. Patriece Campbell and the staff in Global Education wish to thank Dr. Katarzyna Jakubiak for her service in the role of Faculty Coordinator for Global Education during 2017-2018.

Questions should be directed to the Director of International Education, Dr. Patriece Campbell (patriece.campbell@millersville.edu), ext. 7506.

Position Description

Title: Faculty Coordinator for Internationalization
Two-course release/reassignment for fall and spring semesters

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

Workload: 6 workload hours, 18-19 clock hours per week

Description: Reporting to the Director of International Programs, the Faculty Coordinator assists in the promotion, implementation, and assessment of MU's international programs, courses, and initiatives and serves as a resource to identify and assist in leading areas of growth. The Faculty 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 Director of International Programs, the Dean of the college and the Associate Provost for Academic Administration.

Duties include:

Campus Internationalization

- Assist with the creation and implementation of a 1-day internationalization summit held each Fall.
- In collaboration with CAE, lead workshops and teaching circles regarding curriculum internationalization to discuss topics.
- Assist with the advising of faculty in the development of MU-guided programs abroad, with the goal of increasing "high impact" opportunities for students.
- Assist with marketing and advisement of academic departments on opportunities for hosting international scholars and participating in short-term faculty/ staff exchanges.
- Research and write articles promoting the importance of campus internationalization topics and trends (curriculum internationalization, global competency etc.).
- Act as MU campus representative and application advisor, promoting programs including, but not limited to the Fulbright Program and Boren Award to interested students, faculty, and administrators.
- Seek out new external opportunities that encourage and promote student, faculty and staff mobility and comprehensive internationalization.
- Collaborate with Global Education staff and faculty colleagues in seeking out and applying for external grants related to curriculum internationalization, education abroad, and international student success.
- Serve as liaison with faculty committees on issues related to comprehensive internationalization.

Student Advising & Development

- Serve as academic advisor to incoming international exchange and degree seeking students by liaising with academic department to ensure proper course placement.
- Serve as advisor to education abroad students, as needed.
- Act as an advocate in resolving issues that may adversely impact the academic progress of international students, to ensure international student success.
- Assist in the developing and presentation of workshop series, included, but not limited to:
 - International student success
 - Intercultural communication (study abroad)
- Review and approve study abroad transfer credit forms while liaising with faculty advisors to maximize transfer credit options for participants.

Administration

- Serve on scholarship committee for education abroad.
- Advise and develop policies related to the development of new international programs and initiatives for consideration by the administration.
- Serve as a member of the Global Education Advisory Board.
- Participate in the study abroad application review process, as needed.