

Call for Applications for Director of International Studies

The International Studies Curriculum Committee cordially invites faculty to apply for the position of Director of International Studies. Please see the attached for a description of the Director's responsibilities.

This position reports to the Dean of the College of Arts, Humanities and Social Sciences, and is charged with the oversight of the International Studies interdisciplinary major and minor programs. 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.

Successful applicants for this position will demonstrate a commitment to the program and a willingness to enhance the position of both International 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 International Studies, 2) your goals/vision for your role as Director, 3) a current curriculum vita to Dr. Ronald Frankum, Acting Chairperson, International Studies Curriculum Committee, via email to Ronald.Frankum@millersville.edu **no later than May 5, 2017.**

Questions may be directed to Dr. Robert Bookmiller, current Director of International Studies at Robert.Bookmiller@millersville.edu.

Millersville University
International Studies Director
Job Description

- ❑ Advises all majors and minors with regard to curriculum as well as post-graduation opportunities.
- ❑ Handles all administrative matters related to all majors and minors.
- ❑ Actively promotes the program to incoming and undecided students, including giving open houses, orientations, etc. (4 Saturdays during academic year plus 1 day during summer).
- ❑ Generates policies for consideration by the International Studies Curriculum Committee.
- ❑ Serves on the International Studies Curriculum Committee (non-voting).
- ❑ Is the campus liaison for the 16 academic departments contributing to International Studies as well as for the Registrar, Admissions, Academic Advising, Budget Office.
- ❑ Liaisons with other interdisciplinary programs, including African-American Studies, Latina/o Studies and Women's Studies.
- ❑ Reports to the Dean of the College of Arts, Humanities and Social Sciences.
- ❑ Prepares annual resource request and annual report, as well as other reports required by MU or PASSHE.
- ❑ Annually reviews and updates curricular requirements and related material.
- ❑ Organizes (along with International Studies Curriculum Committee) outcomes assessment as an academic program and five-year reviews.
- ❑ Develops internship and employment opportunities for majors/minors.
- ❑ Supervises internship and thesis participation for majors.
- ❑ Schedules International Studies courses in consultation with the Dean.
- ❑ Works with International Studies Curriculum Committee to identify students for annual program awards and honors.
- ❑ Serves as Faculty Advisor to the Millersville chapter of SIR: International Honor Society.
- ❑ Coordinates annual Visiting International Scholar Program and hosts scholars.