

MEMORANDUM

TO: University Faculty

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

DATE: May 18, 2017

RE: **CALL FOR APPLICATIONS – DIRECTOR OF ENTREPRENEURSHIP AND
THE ENTREPRENEURIAL LEADERSHP CENTER (ELC)**

The Office of the Provost is pleased to invite full-time tenured or tenure-track faculty members to apply for the position of Director of Entrepreneurship and the Entrepreneurial Leadership Center. This three-year appointment begins fall 2017. The Director will receive one quarter-time course release/reassignment each fall and spring semester.

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 vita to Victor Capecce, Chair of the Entrepreneurship Curriculum Committee. Priority consideration will be given to complete applications received by June 1, 2017.

Questions should be directed to:
Victor Capecce, Chair of the Entrepreneurship Curriculum Committee
Department of Communication and Theatre
Victor.capecce@millersville.edu

Director of Entrepreneurship and the Entrepreneurial Leadership Center (ELC)
Position Description

One quarter-time course release/assignment for fall and spring semesters.

TERM

Initial appointment for AY 2018 through AY 2020 (three year appointment).

DESCRIPTION

Reporting to the Dean in the College of Arts, Humanities and Social Sciences, the Director of Entrepreneurship will be an advocate for the academic programs and co-curricular activities that make up the Entrepreneurship program and will lead them in accordance with Millersville University's mission and governance policies. The Director's role is to foster entrepreneurial thinking in the classroom and across the university, offer co-curricular activities that enhance the Entrepreneurship programs, and develop programs and activities to support regional entrepreneurial development in collaboration with local organizations. She/he will have the responsibilities equivalent to a Department Chair in administering the academic programs, facilitating and supporting that work by, among other things, serving as a conduit for information and policy from PASSHE and other administrative and faculty committees. In this role, the Director will foster ongoing relationships with colleagues at the University and members of the community in support of the Entrepreneurship program. The Director of Entrepreneurship/ELC should have experience in business and understanding and experience of entrepreneurship, as well as the process of building and maintaining organizations inside and outside of academia. The Director will be a member of the tenure-track/tenured faculty with an annual alternative work assignment.

DUTIES

1. Provide leadership and direction for ongoing development of the Entrepreneurial Leadership Center, the Entrepreneurship minor, the Graduate Certificate in Innovation and Entrepreneurship and associated programs (for example, the Saxbys field experience), including revising descriptions of programs and courses and facilitation new course proposals for review by the Entrepreneurship Curriculum Committee.
2. Convene the Curriculum Committee regularly to coordinate program development, learning outcomes assessment activities, and recruitment of part-time faculty.
3. Collaborate with the Dean on planning for meetings of the Entrepreneurship Advisory Board and related fundraising activities.
4. Attend periodic meetings of the Entrepreneurship Advisory Board as called by the Dean of Arts, Humanities and Social Sciences.
5. Provide direction of Entrepreneurial Leadership Center to plan co-curricular activities; collaborate with faculty teaching ENTR 201 AND ENTR 315/316 to develop appropriate applied learning opportunities for practice. Annual events include but are not limited to: Innovator in Residence, Global Entrepreneurship Week, 60 Second Pitch Competition,

MU Shark Tank, PASSHE Business Plan Competition, and hosting visiting entrepreneurs.

6. Collaborate with university and faculty leadership, in accordance with the *Governance Manual, Section 2: Undergraduate Academic Programs Undergraduate Degree Programs Interdisciplinary Programs*, including Faculty Senate leadership, advancement of the Entrepreneurship programs and effective communication about Entrepreneurship curricular issues.
7. Initiate and coordinate programs to promote understanding of the Entrepreneurship programs by faculty, students, and staff.
8. Provide program and policy direction for the Entrepreneurship programs, including faculty recruitment and development, student recruitment, academic advisement and monitoring the Entrepreneurship programs.
9. Coordinate with the Director of the Center for Academic Excellence and other offices to plan and promote faculty development efforts related to the Entrepreneurship programs.
10. Collaborate with the Associate Vice President for Institutional Assessment and Planning and other faculty to support rigorous processes of outcomes assessment to support curricular evolution and improvements in student learning. Collect annual assessment data from the ENTR faculty and students from all introductory ENTR classes and the final capstone class.
11. Collaborate with the Dean of Arts, Humanities and Social Sciences to ensure that the appropriate course schedule rotation and availability of ENTR courses meet the needs of the Entrepreneurship students. Submit schedules for Fall, Spring, and Summer undergraduate and graduate coursework.
12. Advise or assign advisors and mentors for Entrepreneurship students.
13. Conduct major and minor administrative and maintenance functions in support of the Entrepreneurship program (e.g., prepare budgets, submit annual and special reports, submit learning outcomes assessment reports, faculty evaluation, and supervision of student staff).
14. Engage in opportunities for professional growth and development.
15. Communicate emerging trends in Entrepreneurship education and develop programming in support of best practices.
16. Recruit faculty to teach courses in the undergraduate and graduate Entrepreneurship programs.
17. Participate in marketing and fundraising activities for the Entrepreneurship programs.
18. Participate in external activities within the community in relation to the

Entrepreneurship programs such as the Annual SCORE Luncheon, and meetings with ASSETS, the Lancaster County Community Foundation, etc.

19. Other responsibilities as assigned by the Dean of the College of Arts, Humanities and Social Sciences.