

Call for Applications:
Faculty Coordinator for the
African-American Studies Program

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 the African-American Studies program. The appointment begins in Fall 2019 and is renewable annually. Compensation for this position is 3 credits of AWA in the summer.

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 Dean Ieva Zake (ieva.zake@millersville.edu). Priority consideration will be given to complete applications received by May 1, 2019. The African-American Studies Curriculum Committee will review the applications and make a recommendation to the dean and the provost.

Job Description

Title: Coordinator of the African-American Studies program

Term: Three year appointment, renewed annually at the discretion of the Provost

Description: The position oversees the interdisciplinary African-American Studies minor and reports to the Dean of the College of Arts, Humanities and Social Sciences. The position comes with 3 credits of AWA in the summer.

Duties: Meet with the dean or his/her designee, at least twice a semester. Submit annual report information to the dean's office at end of each academic year. Submit an annual budget request. Oversees the program's operational budget. Oversee the planning and implementation of the Hazel Jackson annual lecture. Develop and oversee the production of the program web site and marketing materials. Advise all minors to ensure successful completion of graduation requirements. Develop and implement appropriate student learning or co-curricular experiences for the students in the minor. Serve on the African-American Studies Curriculum Committee. Ensure that the minor's core courses are offered regularly and staffed appropriately. Work with the department chairs to ensure that the courses in the minor are offered regularly. Represent the program during student recruitment and admissions events. Oversee and submit the program's five-year review, including recruiting the review committee and securing an external reviewer. Oversee the implementation of the program's action plan. Ensure that the program's student learning outcomes are assessed appropriately and regularly, and all required assessment reports submitted.