

M E M O R A N D U M

TO: All Regular Full-time Faculty

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

DATE: June 13, 2019

RE: **Call for Applications: Faculty Coordinator for the Robert & Sue Walker Center for Civic Responsibility and Leadership**

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 Faculty Coordinator for the Robert & Sue Walker Center for Civic Responsibility and Leadership. The appointment begins Fall 2019 for a one-year appointment with a possibility for renewal. Compensation for this alternative workload assignment is a one course release in the fall and spring semesters.

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 vitae to Ms. Marie Zufelt, Administrative Assistant, Office of the Associate Provost for Academic Administration (marie.zufelt@millersville.edu). Electronic submission is preferred. Priority consideration will be given to complete applications **received by June 28, 2019**.

I would like to thank Dr. Duane Hagelgans for his leadership of the Walker Center for the past year.

Questions should be directed to: Dr. James Delle, Associate Provost for Academic Administration (james.delle@millersville.edu).

Millersville University
Job Description:

**Coordinator, Robert and Sue Walker Center
for Civic Responsibility and Leadership**

This alternate work assignment of three (3) workload hours in each of the fall and spring semesters of academic year 2019-20, is for the coordination of a center within the Civic and Community Engagement and Research Project, supervised by the Associate Provost. This is a one-year appointment with a possibility for renewal.

Responsibilities include:

1. Oversee the programs and activities related to the American Democracy Project.
2. Oversee the Civic Leadership Development Program, including field trips to Harrisburg and Washington DC (recruit participants, plan events, market and promote program), and other leadership opportunities.
3. Plan and coordinate a wide array of civic engagement events and activities for faculty and students throughout the academic year.
4. Manage student employees as necessary to ensure successful attainment of center goals.
5. Monitor and manage the Center's annual budget with attention to university expenditure and purchasing policies.
6. Update content of website, evaluate programs and activities, and generate ideas for new programs and activities.