

MEMORANDUM

TO: All Regular Full Time Faculty

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

DATE: April 24, 2020

RE: Call for Applications: faculty Coordinator of interdisciplinary Women's and Gender Studies minor

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 of Women's and Gender Studies minor**.

The appointment starts in the Fall of 2020 and ends in the Spring of 2023. Compensation for this position is a stipend of 3 credits of AWA in the summer.

Attached is a description of the responsibilities. To apply, please send a letter of up to three pages describing your qualifications for the position and curriculum vitae to Dean of AHSS Ieva Zake (ieva.zake@millersville.edu). Priority consideration will be given to complete applications received by **May 7, 2020**. The curriculum committee of the Women's and Gender Studies minor will review the applications and make a recommendation to the dean and the provost.

Millersville University

Job Description

Coordinator of Women's and Gender Studies Minor

Term: AY2020-AY2023

Compensation: 3 credit AWA summer stipend

Reporting: The position reports to the Dean of the College of Arts, Humanities and Social Sciences

Description: This position is charged with the oversight of the Women's and Gender Studies interdisciplinary minor program.

Responsibilities:

- Serve as liaison between Women's and Gender Studies and the departments that currently offer courses in the minor.
- Provide academic advisement for students in the program and work to recruit new minors.
- Pursue other opportunities for the educational/research and co-curricular enhancement of students in the minor and other members of the University community.
- Meet at least once each semester with the dean to discuss issues related to the program.
- Work closely with the coordinators of the other interdisciplinary studies programs on campus, including African-American Studies, International Studies, and Latina/o Studies.
- Engage in outreach to community partners.
- Encourage faculty to develop courses for inclusion in the Women's and Gender Studies minor.
- Facilitate and implement professional and course development opportunities for interested faculty in the interdisciplinary programs and the university.
- Update curricular requirements for the Women's and Gender Studies minor program and sit on the Women's and Gender Studies Curriculum Committee.
- Prepare and distribute program information via brochure and the program web site.
- Schedule WSTU 220, WSTU 330 and WSTU 488, as well as coordinate other Women's and Gender Studies course offerings, and participate in the recruitment and retention of faculty to offer courses in the minor.
- Prepare the Annual Report, resource requests, and Five-Year program review.
- Oversee the budget and serve as the financial manager for those funds.
- Serve on the relevant university-wide task forces, commissions and committees on behalf of the Women's and Gender Studies program.
- Coordinate events and activities with Student Affairs and MU chapters of the YWCA and the AAUW.
- Serve as liaison with the Registrar, Assistant Dean of the College of Arts, Humanities and Social Sciences, Admissions Office, Academic Advising, and the Budget Office.