Job Description

**Coordinator – General Education Program (12-month position)**

Responsibilities and duties to include but are not limited to:

1. Ex-officio member of the Undergraduate Curriculum Committee (UCC) and the General Education Curriculum Committee (GECC). Attend Advising Leadership Team meetings.
2. Work in consultation with Faculty Senate Committees, the University Assessment Committee, and the Provost to develop and implement policies and procedures associated with the administration of the General Education Program.
3. Work in consultation with the Director for Assessment and the Discourse Coordinator to coordinate the implementation of the general education program assessment plan and oversee the evaluation of general education courses and how they are meeting the general education student learning outcomes.
4. Work with FaCET, the Director for Assessment, and the Discourse Coordinator to provide faculty development opportunities for faculty regarding the pedagogy, student success and assessment of general education courses
5. Work with the Discourse Coordinator, Registrar, departmental schedulers, faculty, department/division chairs, and deans to ensure complete general education course offerings to meet the needs of our students, and to submit Anchor/Discourse schedules to the Registrar each semester.
6. Serve as a key campus resource for general education program information relative to internal and external campus constituents – written communications, student and faculty orientations, etc.
7. Provide ongoing communication to academic units regarding the general education program utilizing a variety of communication strategies – website, UMatters, group meetings, individual meetings.
8. Work with Student Affairs staff, transfer coordinators/advisors, and other campus constituents to update and communicate general education program requirements related to existing articulation agreements.
9. Serve as a key campus liaison regarding MDHE for transfer articulation issues related to general education.
10. Continually work with the Provost’s office regarding general education implementation, and meet regularly with the Deputy Provost.
11. Serve as final decision maker in student appeals regarding the general education program.
12. Review all MOUs/MOAs regarding general education program equivalency determination in collaboration with academic unit faculty.

Additional non-specified responsibilities and duties related to the general education program may arise. These responsibilities will be part of the coordinator position.

UMKC Faculty or Staff members interested in this position should send a **Letter of Application** and **Resume** to Dr. Jennifer Friend, Interim Deputy Provost by **Friday, May 15, 2015**.

358 Administrative Center | 5115 Oak Street | Kansas City, Missouri 64112

Phone: 816-235-1196 | Fax 816-235-1310

Email: friendji@umkc.edu

The General Education Program Coordinator position begins Summer 2015. The position will be reviewed annually, and will continue contingent upon successful execution of the identified responsibilities and duties. This position is in addition to, and independent of the regular appointment at the University of Missouri-Kansas City.

As compensation for the position, the General Education Program Coordinator will receive a $2,000.00 monthly stipend, as overload pay, minus benefits and taxes assigned.