

Mars Hill University
POSITION DESCRIPTION

Position: Academic Program Coordinator
Reports to: Department Chair
Status: Full-time, 10 months, faculty

Summary: Academic Program Coordinators are responsible for ensuring the quality of academic programs in departments with multiple major degree programs. Department Chairs serve as Coordinators for their programs; departments with one major degree program do not have Program Coordinators. A Program Coordinator is appointed by the appropriate Division Dean upon the recommendation of the appropriate Department Chair.

Responsibilities

- ❖ Recommend annual budget proposals for the program to the Department Chair
- ❖ Mentor all program personnel
- ❖ Assist the department chair in the recruitment of adjunct instructors
- ❖ Recommend program-specific annual goals to the Department Chair
- ❖ Assist the Department Chair in the assessment of the program's student learning outcomes
- ❖ Assist the department chair in the development program course schedules
- ❖ Teach 24 semester credits per year (typically a 4/4 load)
- ❖ Carry out other duties as assigned