



Call for Applications Coordinator of Liberal Studies Program

Applications are being sought from all CSUCI faculty to immediately fill the position of **Coordinator of the Liberal Studies Program** which is housed in the School of Education. The Coordinator of the Liberal Studies Program oversees advisement of Liberal Studies majors at CSUCI and other duties described below. The Coordinator works effectively with all faculty across the schools and colleges, and works especially closely with the College of Arts and Sciences and the School of Education. The successful candidate will be appointed initially for the 2022-2023 academic year starting on or around October 1, 2022, with the possibility of extending for two or more years thereafter. The Coordinator will receive at least one course buy-out per semester (if presently teaching) and additional compensation for up to 10 work days in the off-contract months during the summer.

Major Duties and Responsibilities of the Liberal Studies Coordinator

Program Development and Maintenance

- Assess the program on a regular basis and prepare reports for WASC, State, CSU, and CSUCI
- Oversee ongoing curriculum management, development, and implementation of program as necessary

Supervision and Management

- Coordinate and support appropriate peer advising
- Manage Liberal Studies staff and faculty
- Coordinate meetings pertaining to Liberal Studies
- Troubleshoot and resolve programmatic and student concerns

Instruction and Advisement

- Teach Liberal Studies classes at CSUCI per contract if relevant, and as assigned
- Work closely with faculty teaching Liberal Studies classes
- Advise Liberal Studies majors regularly and as necessary in coordination with other SOE credential counselors and CI university advisors

Campus Liaison, Community Partnership, and Student Recruitment

- Give presentations at Open House, Transfer Day, and other events on campus and support student recruitment at community colleges

- Serve as program representative to relevant School of Education meetings Enhance partnerships with local community colleges and other relevant agencies
- Attend other relevant meetings in SOE and in other colleges

Additional Duties

- Other duties as assigned by the Dean of the School of Education

Eligibility

Required

- Experience with and appreciation for the Liberal Studies program
- Experience advising students
- Master's degree
- Good communications skills interpersonally and in writing

Preferred Qualifications

- Terminal degree (e.g., M.F.A., Ed.D., or Ph.D.)
- Familiarity with California Commission on Teacher Credential Standards
- K-12 teaching experience

To Apply

- For more information about the position, reach out to School of Education Associate Dean Kathy Howard, kathryn.howard@csuci.edu.
- To apply, send a letter of interest that includes how your experience supports your application and addresses the position requirements, and a current curriculum vitae to kathryn.howard@csuci.edu by August 30, 2022.