

UNIVERSITY OF MASSACHUSETTS DARTMOUTH POSITION DESCRIPTION

OFFICIAL JOB TITLE: Associate Director of General Education

DIVISION: Academic Affairs

DEPARTMENT: Academic Affairs

REPORTS TO: Director of General Education.

SUMMARY PURPOSE OF POSITION: In collaboration with the Director of General Education, the Associate Director provides oversight of the University Studies program and assists with the administration of curriculum and assessment within the program. The Associate Director aids in the planning and implementation of meetings of the General Education Committee and coordinates the course approval process, which includes communicating with faculty sponsors, department chairs, and the Registrar. Along with the Director, the Associate Director coordinates program assessment processes with the General Education Committee and assists in the collection, analysis, and reporting of assessment information. The Associate Director serves as a spokesperson for the University Studies program and is engaged with promotional and informational activities, including website management and the development of supplementary materials such as advising guides and promotional pamphlets.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES:

- Schedule meetings of the General Education Committee
- Manage course approval requests
- Work with faculty sponsors of courses to revise and refine course approval requests
- Maintain the list of approved courses on the University Studies website
- Oversee the collection of student work for the purposes of assessing Cluster outcomes
- Develop and distribute University Studies support materials for faculty advisers
- Analyze section and seat availability for University Studies requirements
- Present reports about University Studies to the Faculty Senate
- Other duties as assigned

MINIMUM QUALIFICATIONS:

EDUCATION: The incumbent will be a current full-time member of the faculty of the University of Massachusetts Dartmouth and will have academic credentials commensurate with current position.

EXPERIENCE: Must be a current member of the University of Massachusetts Dartmouth faculty with previous experience involving the University Studies program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Demonstrated knowledge of and experience with the University Studies program. Demonstrated experience with program assessment.

Demonstrated ability to plan and execute independent projects. Strong communication and organizational abilities.

Ability to manage and update web pages in T4.

Ability to perform duties independently and exercise independent judgment.

COMPENSATION: One (three credit) course release OR a stipend of \$7,500.