

JOB TITLE: Program Coordinator & Faculty Mentor,
Journalism and Mass Media; Student Media Advisor

FLSA: Exempt
LEVEL: Faculty

DEPARTMENT: Arts & Sciences, English & Humanities

DATE EFFECTIVE: 07-01-19

REPORTS TO: Dean of Arts & Sciences and/or Vice President of Academic Affairs

POSITION SUMMARY: This is an assignment made to a faculty member teaching in the English and/or Communications departments. This position has responsibilities for the day-to-day oversight of the Journalism and Mass Media Communications courses, advising of Student Media, and serving as a Faculty Mentor for students who want to pursue transfer degrees in Journalism, Mass Media, or English. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Employee must be able to perform the following functions:

- Coordinate the overall activities of Journalism and Mass Media courses, along with Student Media.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the programs and its relationship to the local sending schools and transfer schools. Maintain efficient programs of study and transfer agreements, while working with primary Academic Advisors.
- Communicate and work collaboratively with faculty and staff regarding activities and Mass Media courses, along with Student Media.
- Communicate as needed with pertinent staff on campus.
- Communicate and work collaboratively with faculty, staff, sending schools, and transfer schools.
- Oversee scheduling of Journalism and Mass Media courses.
- Collaborate with potential employers to develop ongoing competencies needs for graduates.
- Assist in conducting periodic program review and maintaining appropriate assessment records.
- Review assessment activities periodically.
- Mentor new faculty and provide feedback to the program evaluation process.
- Assist with hiring, orienting, mentoring, oversight, and evaluations of adjunct faculty.
- Assist with coordination of a schedule of course offerings and faculty assignments to meet the needs of the students.
- Evaluate student performance; meet regularly and confer with students regarding their progress.
- Provide academic advisement to Journalism, Mass Media, and English transfer students in the role of Faculty Mentor.
- Oversee and participate in local events related to student recruitment and any other activities related to community outreach.
- Participate in planning activities with the appropriate stakeholders.
- Participate in instructional institutional planning and budget processes; attend departmental meetings as scheduled.

POSITIONS SUPERVISED: Journalism Student Workers & Student Media Editors

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature

Date