



POSITION DESCRIPTION – MASTER

Job Profile Title:	Program Coordinator	Job Profile Code:	U####
Business Title:	Core Curriculum Program Coordinator	PIN / WID:	P-141725
Department:	College of Innovation and Design	FLSA:	Exempt
Supervisor Title:	Dean, College of Innovation and Design	Grade:	
Term Length:	12 month Administrative Appointment	% Effort:	20%

Creation or Revision Date: 6/23/2021

SUMMARY:

The Core Curriculum Program Coordinator serves as the steward over the Texas Core Curriculum which aims to provide all higher education students with a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. The Core Curriculum Program Coordinator is an administrative appointment within the College of Innovation and Design assigned to a current tenured faculty member in a core curriculum discipline. The faculty retains their academic appointment in their home department and assumes the additional Core Curriculum Program Coordinator administrative responsibilities. Dependent on the faculty's current academic appointment, compensation for the Core Curriculum Program Coordinator administrative appointment may include course release(s) and/or a stipend.

DUTIES & RESPONSIBILITIES:

- Coordinate all state and local reporting for the core curriculum
- Serve as institutional representative for the core curriculum to the Texas Higher Education Coordinating Board
- Oversee artifact submission, analysis and assessment of core curriculum courses with attention to "closing the loop" by reporting findings to departments
- Serve as Institutional Effectiveness author
- Serve as Ex-Officio member of the Core Curriculum Committee
- Approve course equivalents for transfer students under the general education core curriculum requirements
- Oversee selection of Signature Courses and monitor course quality
- Work with the Assistant Director of First-Year Initiatives to host and assess the Lionizing event two times per academic year (a public display of competence for Signature Courses)
- Work with the Assistant Director of First-Year Initiatives to hire and supervise Supplemental Instructors who assist Signature Course Professors
- Serve on the Book in Common committee and participate in the annual book selection process
- May work collaboratively with other student support units to deliver core curriculum offerings aimed at first year students (e.g. Rising Lions)
- May attend and represent dean in meetings upon request

MINIMUM REQUIREMENTS:

- **Education:** Earned doctorate or terminal degree in related field
- **Experience / Knowledge / Skills:**
 - Strong work ethic, high energy level, strong philosophy of shared governance, high standard of professional ethics and integrity
 - Strong interpersonal skills and the ability to promote a collegial atmosphere
 - Commitment to diversity
 - Belief in the value of all academic programs and units across the University
- **Ability to:** Multitask and work cooperatively and inclusively with faculty, staff, students and others with varying cultures and backgrounds across all levels of the university. Ability to collaborate effectively with vice presidents, deans, department heads, faculty, staff and students. Ability to understand and implement policies and procedures regarding fiscal, personnel, and student service matters. Ability to resolve conflict and create high-performance teams. Ability to establish priorities and deal with numerous projects simultaneously.
- **Licensing/Professional Certifications:**

- **Physical Requirements:**
- **Other Requirements:** Current tenured faculty appointment in a core curriculum discipline.

PREFERRED EDUCATION / SKILLS/ EXPERIENCE:

Familiar with Banner and DegreeWorks

SUPERVISION OF OTHERS:

May supervise graduate assistants and student workers

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned. Texas A&M University-Commerce is committed to promotion of diversity and thus all employees are expected to facilitate a work environment that encourages knowledge of, respect for, and ability to engage with those of other cultures or backgrounds. This job description is not an employment agreement or contract. The University has the exclusive right to alter this job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date