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# General Education Coordinator [job description]

Plymouth State University

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## **General Education Coordinator:**

*3-year renewable appointment with right of return to faculty*

The Coordinator of General Education responsibilities include:

- Promoting General Education discussions with General Education Committee and with faculty to facilitate the alignment of the General Education Program with the Integrated Cluster vision including FYS, themed General Education, Integrated capstone course, and four credit model
- Overseeing development and implementation of assessment processes and providing required NEASC reporting; working with other assessment offices as appropriate
- Sitting on General Education Task forces as appropriate
- Participating regularly in professional development activities, conferences, and other meetings in order to stay up to date with the national conversation about General Education
- Engaging in scholarly activity regarding General Education
- Working with faculty to implement recommended General Education Program revisions
- Engaging with Center for Transformation to ensure innovative General Education Professional Development
- Coordinating and overseeing General Education orientation and mentoring to new faculty
- Coordinating and overseeing General Education mentorship to all faculty
- Working with departments, clusters, and registrar to promote course development to ensuring students' General Education requirements are met
- Approving experimental General Education courses (will need curriculum committee review)
- Sitting on the General Education Committee as the voting representative from Academic Affairs
- Approving student General Education requests
- Teaching one General Education course per semester