

Position Description

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Report Run Date

Position Number: 02023488

Dept: VP - UNDERGRADUATE EDUCATION - 061003

Position: ACADEMIC PROGRAM COORDINATOR (CONTRACT)

Approved Payroll Title Code: 4523

Approved Payroll Title: CURRICULUM PLNR 3

Approved MSP Salary Grade:

Approved PSS Salary Grade: PSS19

POSITION DETAILS

The position reports jointly to the Director and Associate Director for First-Year Seminars (FYS), and works in partnership with program leadership and campus partners to develop, implement, manage, and evaluate credit-bearing seminars for first-year and transfer students centered on experiential learning. Most of the incumbent's effort will involve development of Course-based Undergraduate Research Experiences (CUREs) within the FYS program, and closely related research preparation, experimental design and data analysis seminars. The incumbent will: Contribute to the development and delivery of CUREs and related training and outreach activities, including the coordination of faculty instructional communities. Assume primary responsibility for the CURE teaching laboratory, including safety compliance, and ensuring functionality for ongoing seminars. Implement procedures for review and approval of seminars by FYS leadership and faculty reviewers, while assisting in the development of related policies, procedures, compliance and communications associated with CUREs and a broader range of experiential learning seminars. Assist in curriculum development, design, implementation, and instruction of seminars where appropriate (typically, one per quarter). Prepare statistical reports and make presentations to varied campus audiences. Engage in CURE program sustainability efforts through the identification of extramurally funded grant and development opportunities, coordinating team meetings, assisting in assembly and drafting of proposals, and assisting in development opportunities. Integrate student development, equity, diversity, and inclusion into the seminar structure. Serve as support for general needs of the First-Year Seminars program, in particular to assume partial responsibilities of the FYS program coordinator when absent for vacation or other reasons.

Campus Job Scope:

FYS provides an opportunity for undergraduate students to benefit from a small-class experience early in their academic careers. Seminars are limited in enrollment to less than 20 students, and emphasize discussion, active learning and participation rather than a lecture format, to cultivate a deeper appreciation for complex ideas, understand diverse points of view, engage contemporary and enduring issues and develop critical thinking skills. The primary style of FYS coordinated by the incumbent involve students in hands- on faculty led discovery research called CUREs, emphasizing problem solving, critical thinking and teamwork skills.

Department Specific Job Scope:

FYS provides an opportunity for undergraduate students to benefit from a small-class experience early in their academic careers. Seminars are limited in enrollment to less than 20 students, and emphasize discussion, active learning and participation rather than a lecture format, to cultivate a deeper appreciation for complex ideas, understand diverse points of view, engage contemporary and enduring issues and develop critical thinking skills. The primary style of FYS coordinated by the incumbent involve students in hands- on faculty led discovery research called CUREs, emphasizing problem solving, critical thinking and teamwork skills.

Positions Supervised: N/A

Essential Responsibilities:

50% COURSE-BASED UNDERGRADUATE RESEARCH EXPERIENCE (CURE) SEMINAR DEVELOPMENT & INSTRUCTIONAL SUPPORT
Coordinate, implement and evaluate first-year CUREs seminars, particularly facilitating in partnership with FYS Director and Associate Director. Collaborate to design, implement, and analyze seminar data and prepare reports, including program expansion strategic planning. Collaborate with Senate and Federation faculty, the Undergraduate Research Center, Summer Sessions, the University Library and other campus partners to aid the development and support offerings of discipline specific discovery research seminars. Manage the CURE teaching laboratory space which includes coordinating schedules, ensuring adequate safety compliance, and assisting instructors with supplies and equipment procurement. Manage the administrative and programmatic logistics of CUREs including securing appropriate instructional teams, training, policy development and assessment. Assist with facilitating CURE related campus partner committee meetings. May directly participate in the instruction of one CURE per quarter, to facilitate new seminar development. With faculty and FYS leadership, aid in the development of goals and essential learning outcomes for seminars, and manage course associated pre- and post- surveys. Assist in the development and implementation

of survey instruments that best assess learning outcomes and evaluate syllabi and course student evaluations. Actively promote classroom environments and practices that are inclusive, foster respect and appreciate diverse backgrounds, cultures and experiences. Work with academic units and registrar for student course registration, online portal management, and instructor processes. Develop & deliver presentations; facilitate sessions to small & large audiences in promoting CUREs on campus.

20% RECRUITMENT & ORIENTATION: CUREs AND ADDITIONAL EXPERIENTIAL LEARNING SEMINARS

Assist directly in the recruitment for, and development of, a broad range of experiential learning seminars including and in addition to CUREs. Serve as a point of contact for instructor recruitment and procurement of course resources to support experiential learning in FYS. Outreach to a diverse range of faculty members (e.g., gender, ethnicity, etc.) from social sciences and humanities to natural sciences and engineering backgrounds. Outreach may include phone calls, emails, and individual or faculty meeting solicitation. Track contacts, inquiries, and trends to mitigate potential equity issues.

10% DATA MANAGEMENT

Coordinate, collect, and analyze evaluation data and prepare reports. Coordinate data efforts with staff from CEE to ensure compatibility with campus evaluation and assessment practices. Implement essential learning outcomes and goals specific to recruitment and orientation, peer and faculty mentoring, and other programs and events.

5% COMMUNICATIONS AND OUTREACH

Develop materials for campus communications on request, update web pages and staff booths at campus events to advertise courses to a wide range of first-year students intentionally including transfer students. Offer in-class presentations and at orientation to ensure and increase enrollment numbers. Assist in design, content, production and delivery of peer reviewed publications, websites, and presentations.

10% SPECIAL ASSIGNMENTS IN UNIT

Support the program administrator, Director, and Associate Director on programmatic needs as necessary, such as during unanticipated absences, unexpected increases in workload, evaluating and otherwise supporting the development of improvements to the seminar application web program.

5% SPECIAL ASSIGNMENTS OUTSIDE OF UNIT

Assist Undergraduate Education units in other duties as needed, such as participation in intra-office workgroups, hiring committees, meetings, and program support.

Sit at desk/computer for extended periods of time reading fine print online and hard copy

Physical Demands:

Bend, stoop, reach, lift and shift boxes, equipment, supplies, maneuver conference room furniture and files weighing up to 30lbs

Work flexible schedule and occasional overtime during evenings, weekends and holidays to meet operational needs.

Restricted vacation during peak workload periods.

Work in an open workspace environment with multiple deadlines, frequent interruptions, background distractions, traffic and noise from competing activities.

Work Environment:

Employee is personally responsible for following health and safety guidelines/instructions.

Travel to various campus office locations throughout the year. Possess or be able to obtain a CA drivers license for travel purposes.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space

Background Check:

Yes

QUALIFICATIONS

Minimum Qualifications:

Bachelor's in biological sciences, chemistry, science education or related fields; or an equivalent combination of education and experience.

Experience at a four-year, research-intensive university, particularly including mentoring undergraduates in research.

Skills to research emerging national trends in effective experiential learning and first year student programs in higher education.

Experience with project management to identify priorities within strict deadlines, numerous parties, and a fast-paced environment. Excellent planning and execution skills to carry-out programs for large populations. Work under heavy meeting schedules, sizeable numbers of student and faculty contacts and maintain a high level of productivity in a dynamic, fast-paced environment.

Experience creating oral and written professional correspondence, publications, evaluations, and presentations.

Demonstrated capacity to promote and model fairness, respect, inclusiveness, empathy, integrity, and ethical conduct, which fosters a climate and culture that promotes inclusivity in all dealings with students, faculty, staff and administrators, and on behalf of the University.

Experience with various computer software and database systems (e.g., Word, Excel, Adobe, skillset related to assessment, survey development, and analysis.

Master's in biological sciences, chemistry, science education or related fields; or an equivalent combination of education and experience.

Teaching experience at the University level, in an instructional or co-instructional role, including familiarity with curriculum development and learning outcomes assessment.

Experience managing a molecular biology "wet" laboratory, including environmental health and safety compliance.

Experience maintaining webpages and social media presence.

Experience utilizing political acumen to effectively develop programmatic partnerships with academic and/or administrative departments.

Familiarity with laws and policies such as those governing enrollment and student records privacy/ confidentiality (could include FERPA, state/federal laws, or university policies).

Analytical skills to synthesize information, evaluate programs, policies, and recommend solutions for service and personnel issues.

Preferred Qualifications for Selection: