

Job Duties for CCSE Coordinators

The following is the list of expected job duties for a faculty member taking on the role of undergraduate or graduate coordinator. Coordinators will receive a release(s) based upon the size of their program and negotiation with their department chair with consultation with the Dean. Coordinators will have priority for selection and proposing courses for summer term.

Job Expectations for Undergraduate and Graduate Coordinators:

- ◁ Advise students in the major
 - Email
 - Phone