



## Savannah State University Position Description – MPA Program Coordinator

### ***POSITION DESCRIPTION***

Position Title: MPA Program Coordinator

FLSA Status: Exempt

Reports to: Department Chair

Department: Department of Political Science, Public Admin. & Urban Studies and Planning

Date Prepared: June 11, 2008

### ***BASIC FUNCTION***

Regularly reporting to the department chair, the coordinator of the Master of Public Administration program is the principal resource person for all matters relating to the program.

### ***NATURE & SCOPE***

Addresses MPA student concerns and submits to the department chair unresolved matters

Serves on the MPA admission committee

Handles communication with discipline accreditation bodies such as NASPAA

Consults with MPA teaching faculty and makes proposals for schedule changes to the department chair.

Assigns advisees to faculty advisors in consultation with the department chair.

Consults with students, advisors and department chair about graduate student internship assignments.

### ***PRINCIPAL ACCOUNTABILITIES***

Responsible for assignments from the department chair related to the MPA program

Drafts and submits for approval from department chair all correspondence from the department to students and others about the MPA program

Principal advocate on behalf of the program during recruitment drives, fairs and all other external organizations.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

The coordinator of the MPA program should have academic and preferably professional expertise in public administration and/or public policy.

The coordinator should have a record of successful teaching and advising at both the graduate and undergraduate levels.