



## Savannah State University

### Position Description – Professor and Coordinator of Sociology

#### ***POSITION DESCRIPTION***

Position Title: Professor and Coordinator of Sociology FLSA Status: Exempt  
Reports to: Department Chair  
Department: Social and Behavioral Science  
Date Prepared: June, 2008

#### ***BASIC FUNCTION***

To Assist the Program Chair in the areas of student advising, course scheduling, curriculum and other program related issues. Time sensitive course planning is also an important function of the coordinator's role.

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

It is the responsibility of the program coordinator to provide timely and efficient advisement to students matriculating in the Baccalaureate Program in Sociology. This encompasses the preparation of programs of study for all students seeking the degree to insure that their progress towards graduation is predictable and on schedule. The advisement process begins upon entry into the university as freshmen and continues until they are seniors. Non-traditional and transfer students are also a part of the overall advisement process. The advisement process includes counsel to all students regarding the appropriateness of course selections and class loads as well as continuous monitoring of student progress toward timely completion of a degree. The advisement responsibility also includes helping advisees make informed decisions about their academic careers based upon that evaluation. The advisement of juniors and seniors requires close scrutiny of academic progress towards graduation and the continuous updating of records of courses taken and grades received as recorded on their official transcripts. Assists the chair in the scheduling of courses to insure that students will be able to progress in a timely manner. Program coordinators are required to submit course schedules that encompasses not less than two academic years of academic course planning. Assists the chair in all program curriculum issues by serving on curriculum committees, chairing such committees if asked, and presenting curriculum changes, modifications and revisions to the appropriate departmental, college, and university committees and/or academic policy bodies for proper redress. Coordinators also assist the chair by being available to make presentations to the faculty senate and/or other legislative bodies that deal with curriculum changes. Provides timely evaluations of program success as required for the departmental annual evaluation. Departmental success is measured by such factors as recruitment, enrollment, retention and graduation rates. The coordinator also assists the chair by helping to track student academic and professional movement upon successful completion of the requirements for matriculation from the university.

#### ***PRINCIPAL ACCOUNTABILITIES***

Program coordinators are held accountable for efficient and effective advisement by providing effective interaction with colleagues, students and administrators to facilitate the process of student preparation for graduation.

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

Knowledge of core curricula is paramount. Coordinators must also be adept in knowing the requirement for successful completion in other non core areas of student preparation such as minor and concentration areas. Coordinators are expected to have a broad knowledge of the program area as well as expertise in technology assistance such as paws and banner.