## 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.