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
    - Office
- Process course substitutions in consultation with Dept. Chair
- Serve on departmental and college level curriculum committees
- Prepare materials and assist advisors with orientations (be present at most orientations including summer or sending a proxy)
- Assist advisors as needed
- Put in course/program additions/updates into Curriculog for the program
- Check pre-requisites for courses in schedule each term (banner and catalog)
- Each semester initiate, organize and participate in at least two external recruiting events such as high school and 2-year college fairs) and one KSU recruiting event such as open house.
- Promote minor and certificates among KSU students and organize at least one promo event a year.
- Assist departments with creation of promotional flyers and websites.
- Post information related to the program on the departmental and college websites.
- Process major change requests (via KSU connect for undergraduate students and via email for graduate students)
- Keep track of the program rankings and submit documentation for program nominations/re-nomination for awards
- ABET – writing report
- Proof read catalog
- Dept/college student events
- Work with Internship Coordinator
- Communicate with students concerning job opportunities and other information
- Complete Exit Survey analysis of graduating seniors
- Work with Assessment coordinator for assessment retreats

Additional Expectations for Graduate Coordinators:
- Evaluation of transcripts
- Coordination of acceptance of students
- Serve as Thesis course coordinator