

Director of Gen Ed EPA Administrator  
Position description

**Reports** to the Associate Vice Provost for Undergraduate Education.

The Director partners closely with the Gen Ed Faculty Coordinator in implementing, planning for, and encouraging the overall success of the Gen Ed Program.

**Responsibilities:**

1. Serve as Gen Ed liaison with the Registrar's Office on curriculum delivery including models such as learning communities, intensive study abroad experiences, embedded modules in themes, etc.
2. Monitor themes, perspectives, and other gen ed course components for demand analysis and seat availability.
3. Write documentation for Gen Ed Curriculum interpretation for various publics – students, parents, faculty, staff, administrators, GA, etc.
4. Serve as the Gen Ed representative to the First Connections Planning Council for clarity and synchronization with University Communications initiatives.
5. Serve on the Gen Ed Committee to represent operations and management issues related to sustaining the curriculum.
6. Serve on the UC Assessment team to ensure that Gen Ed programs are appropriately assessed within the framework of other units in University College and that results will inform the future program.
7. Serve on the Student Achievement Team of the University College as the Gen Ed representative to advocate for research initiatives that will inform curricular design and reform.
8. Oversee the Student Advisory Board.
9. Provide administrative support to the work of the faculty gen ed coordinator.
10. Serve as Student Ombudsman for issues related to transfer credit and exceptions or waivers for course requirements. Advise students and advisors – not necessarily make the decisions.
11. Ensure that the Gen Ed Checksheet is updated annually with any approved changes.
12. Manage budget for gen ed program.
13. In conjunction with the Faculty Gen Ed Coordinator write the annual report for General Education Program.
14. Supervise employees (e.g., Assistant Director, support staff, graduate students) in this office and keep job descriptions current.
15. Maintain communication lines with offices outside the General Education program such as General Advising, Registrar's Office, Library & Information Commons, Admissions, Hubbard Center, Heltzer Honors Program, Orientation, Watauga College, Center for Student Involvement & Leadership, Testing & Placement Services.