

The University of Pittsburgh's College of General Studies (CGS) invites applications for the position of Lecturer 1 (Undergraduate Program Coordinator), pending budgetary approval. The Lecturer/Coordinator is responsible for assisting the Program Director in the administration and daily operation of the Administration of Justice and Legal Studies programs, teaching in the programs and providing faculty mentoring for undergraduate majors and minors. The Lecturer/Coordinator will partner with the Director of Academic Programs in CGS to oversee the quality of instruction and provide resources for the large body of professionals who serve as instructors for the programs, coordinating these efforts with the University Center for Teaching and Learning. Applicants holding advanced graduate degrees (Ph.D., MA/MS and JD) with backgrounds in criminal justice, criminology, law, sociology, social work, or administration of justice and teaching experience are strongly encouraged to apply.

The Lecturer/Coordinator will be responsible for:

- Providing assistance to the Director in:
 - The development of learning objectives and designing a core curriculum
 - Strategic planning initiatives, with the Director of Administration of Justice and Legal Studies, and the Assistant Dean of Academic Affairs and the Director of the College of General Studies, conceptualizing future directions and opportunities for growth
 - The development of an assessment plan and process that provides quality data to support curricular development and planning initiatives
- Teaching six courses per year (with reductions for administrative duties), assisting with the coverage of core curriculum classes
- Creating and teaching career development workshops for majors once or twice per year
- Meeting individually with students to provide professional development guidance and mentoring
- Overseeing quality of instruction for a large body of adjunct faculty most of whom are advanced career professionals in need of teaching support
 - Reviewing and assessing syllabi and assisting with course design, working in partnership with the University Center for Teaching and Learning and Director of Academic Affairs at CGS
 - Monitoring online classes and observing teaching when needed
 - Assisting in the development of resources for instructors
- Supervising student honors, independent and collaborative research and community service projects

The position (rank of Lecturer 1) starts on September 1, 2019. This is a full-time, non-tenure stream position and will be based on a two-term academic year. Salary commensurate with experience. Candidates should submit a cover letter, CV, teaching portfolio with sample syllabi, diversity statement and three letters of reference. In order to ensure full consideration, applications must be received by February 25, 2019. All of these materials – application and letters – should be emailed with the subject heading “ADMJ Program Coordinator Search” to lydia.heylinger@pitt.edu. You may address these materials to: Waverly Duck, Chair, ADMJ Search Committee, 1400 Wesley W. Posvar Hall, University of Pittsburgh, Pittsburgh, PA 15260. The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer. EEO/AA/M/F/Vets/Disabled.