Online Program Coordinator / GIS Instructor  
University of Illinois at Springfield

**Position Description:** The Department of Environmental Studies, an interdisciplinary department in the College of Public Affairs and Administration, seeks applications for a full time Online Program Coordinator with strong expertise in geographic information systems (GIS). The Online Program Coordinator serves as the primary academic resource for online/blended students. As a front line contact, the Online Program Coordinator maintains contact with online/blended students conducting surveys and assessing the feedback. The Online Coordinator then uses the information to develop retention and recruitment strategies, analyze, assess and intercede on behalf of students with university infrastructures, business and information systems, and support services and programs to ensure academic progress. This position is central to facilitating the continued persistence of students, and focuses on the efficient, responsive, and effective coordination and management of recruitment, student advocacy, service referral, enrollment and retention, and advising support. The Online Coordinator will contribute to departmental course offerings by teaching introductory courses on GIS and/or other courses in her/his area of expertise. The teaching load will include both online and on-campus courses, and will be a total of three courses per academic year.

The position is classified as Academic Professional, and the 12-month salary will be $40,000. The position comes with a broad array of employee benefits; a complete list can be obtained by contacting the UIS Human Resources Office. The anticipated start date for this position is 18 April 2016, but that may vary depending on the pace of the search process and availability of the successful candidate.

**Characteristic Duties and Responsibilities:** The Online Program Coordinator is responsible for

*Tracking and Analysis* – identifying and analyzing application, course enrollment, and retention patterns; core and elective course demands; graduation eligibility; and cohort progression through the degree programs to make recommendations related to programming and support.

*Program Facilitation* – developing and implementing relevant policies and procedures, and ensuring the ongoing examination of Department and College-based practices for functions such as recruitment and marketing, service and program delivery, enrollment and retention, and technology integration and enterprise management. She/he proactively reviews and evaluates such policies and procedures on a continuing basis in order to anticipate unmet needs and identify, service gaps, enabling efficient and effective responses to students.

*Recruitment and Retention* – serving as front line recruiter for prospective students, including meeting/talking with prospective students. She/he utilizes information obtained from alumni and prospective and current students to facilitate a positive and cohesive experience for students and to develop/modify student retention strategies. She/he develops new and improved recruitment and marketing strategies, including making recommendations and facilitating the development of appropriate materials with the proper office to ensure the distribution of accurate, current and consistent information to identified constituencies.
Course Instruction – teaching online and/or on-campus courses in support of the Graduate Certificate in Geographic Information Systems, MA in Environmental Studies (Environmental Planning and Management concentration), and/or campus general education requirements. During semesters with teaching obligations (one course per semester maximum), she/he will maintain regular office hours, provide timely feedback on student materials, and evaluate student performance.

Participation in Meetings – attending and participating in department, college, and campus meetings and other committees and professional development activities as requested by the Chair of ENS.

Completion of Other Assigned Duties – assisting non-reoccurring activities related to student and academic support on behalf of the Department of Environmental Studies as requested by the Chair of ENS.

Qualifications/Minimum Education and Work Experience: A graduate degree from an accredited university is required; degree in environmental studies/sciences strongly preferred. Strong computing skills and ability to teach an introductory course on geographic information systems are required.

Skills required by this position include:
  a. the ability to plan and prioritize.
  b. excellent interpersonal, relationship management, communication, and presentation skills.
  c. excellent written and spoken English.
  d. website development skills appropriate for educational environments.
  e. ability to work independently.
  f. experience working in a multicultural environment.

Preferred previous professional experiences:
  a. providing direct student support/instruction in an academic environment.
  b. coordinating academic programming.
  c. managing projects, programs, and/or special initiatives.

Department Information: We currently have six tenure-track faculty lines, approximately 100 graduate students, and about 30 undergraduate majors. The Department offers an undergraduate minor and BA in Environmental Studies, Graduate Certificate in Geographic Information Systems, MS in Environmental Science, and an MA in Environmental Studies with three concentrations: Sustainable Development & Policy, Environmental Planning & Management, and Environmental Humanities. Students may pursue the MS or MA in on-campus or entirely online formats.

Institutional Information: Located in the state capital, the University of Illinois at Springfield (UIS) is one of three campuses of the University of Illinois. The UIS campus serves more than 5,000 students in 24 undergraduate and 21 graduate programs. The academic curriculum of the campus emphasizes a strong liberal arts core, an array of professional programs, extensive
opportunities in experiential education, and a broad engagement in public affairs issues of the day. The campus offers many small classes, substantial student-faculty interaction, and a technology-enhanced learning environment. Our diverse student body includes traditional, non-traditional, and international students. UIS faculty members are committed teachers, active scholars, and engaged professionals in service to society.

**Application Steps:** Upload a letter of application address qualifications, resume or vita, undergraduate and graduate transcripts (unofficial acceptable), and at contact information (including phone and email) of three professional references at jobs.uis.edu. Incomplete applications will not be evaluated. Review of applications will begin 6 March 2016, and will continue until the position is filled or the search is terminated.

The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer of employment. Background checks will be performed in compliance with the Fair Credit Reporting Act. UIS is an affirmative action/equal opportunity employer with a strong institutional commitment to recruitment and retention of a diverse and inclusive campus community. Persons with disabilities, women, and minorities are encouraged to apply.