

Faculty Coordinator for Basic Skills – Humanities

Representative Duties

Under the direction of the dean of Humanities and/or associate dean of Humanities, the faculty coordinator for basic skills, Humanities, will be responsible for the overall coordination of basic skills activities involving the Humanities division, as well as its outreach efforts to the campus at large.

General Duties

1. Maintain current knowledge and understanding of basic skills and the Basic Skills Initiative.
2. Provide leadership to faculty and campus areas engaged in basic skills-related activities.
3. Maintain records and correspondence, such as required expenditure reports to the Chancellor's Office, and assist in budget monitoring.
4. Evaluate and make recommendations to the dean and/or associate dean on proposed expenditures.
5. Review and evaluate Humanities faculty requests for staff development opportunities related to basic skills.
6. Work with faculty and other staff in designing assessments of projects funded by the Chancellor's basic skills augmentation. Funded projects should be assessed and evaluated in a timely manner.
7. Participate in committee work related to basic skills, such as the Basic Skills Task Force.
8. Attend, when feasible, regional meetings and workshops related to the BSI.
9. Collaborate and coordinate with the faculty coordinator, Math Sciences, on basic skills projects affecting both divisions.
10. Collaborate with the dean and the associate dean in soliciting proposals for future basic skills-funded projects and in making recommendations for appropriate funding.
11. Other related duties as assigned.