

Academic Coordinator Job Advertisement Template

Complete this form if you would like your Recruitment Specialist to create a draft of your advertisement.

Instructions for completing and submitting this form:

1. Please check off all appropriate options below that pertain to your recruitment. Enter additional information in the text fields if you wish to include that information in your advertisement.

PLEASE NOTE: This form is OPTIONAL; you may opt to use a draft of your own advertisement.

2. Attach this form (or a draft of your own advertisement) to a completed Search Initiation Request form.

PLEASE NOTE: You only have to complete any additional/ relevant fields on the Search Initiation Request form that are not already indicated on this form.

3. Email the documents to your Academic Affairs Recruitment Specialist. Your Academic Affairs Recruitment Specialist will contact you to confirm the details of your recruitment.

If you would like assistance, please contact your Recruitment Specialist:

<http://academicaffairs.ucsf.edu/academic-personnel/recruitment-retention/sections/recruitmentteam.php>

Slots – Single or Multi-slot search

One position (single slot search)

Multiple positions (multi- slot search)

List number of slots: (optional)

Responsibilities based on rank – check all Ranks that apply

Academic Coordinator I has responsibilities for programs of minimal to moderate complexity and administering programs with a small staff. The individual may be involved in the generation and/or coordination of funds.

Academic Coordinator II has responsibilities for programs of moderate complexity. The individual may coordinate a program independently with a moderately-sized staff or, in a small organization. Appointees are expected to manage the program with a great amount of independence while receiving general guidance from a faculty member, a department chair, an assistant/associate dean, or equivalent positions. Academic Coordinator II duties may include moderate involvement in the generation and/or coordination of funds from different sources.

Academic Coordinator III level has the primary responsibilities for the administration, management, and coordination of large programs with broad and substantial complexity. Appointees are expected to fulfill their responsibilities independently. The duties of an appointee at this level may include extensive involvement in the generation and/or coordination of funds. Appointees to this level will require demonstrated superior professional ability, outstanding accomplishment in job-related activities, and the assumption of greater responsibility than typically delegated to Academic Coordinators at other levels.

Area of Specialization / Additional Responsibilities: (optional)

Required Qualifications:

Preferred Qualifications: (check off any that apply) (optional)

- Master's Degree Doctorate Degree

Other preferred qualifications (optional):

To apply, please submit the following materials to [VPAA will insert AP Recruit link] (CV is always required):

- Curriculum Vitae Cover Letter Statement of Research References

- Miscellaneous, please specify:

Additional language to be included in the advertisement:

Appointees in the Academic Coordinator title are in administration and will be expected to administer academic programs that provide service related to the teaching or research mission of the University. The academic program overseen by an Academic Coordinator must be fundamentally academic in nature, involving University research activities or activities requiring judgments relating to University instruction. Appointees in the Academic Coordinator title must have a professional background of academic training and/or experience. Screening of applicants will begin immediately and will continue as needed throughout the recruitment period. Salary and rank will be commensurate with the applicants experience and training.

UC San Francisco seeks candidates whose experience, teaching, research, or community service that has prepared them to contribute to our commitment to diversity and excellence. The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.