Position Title: WILMINGTON AA ETE PROGRAM COORDINATOR
Position Type: Part-time (15-20 hours per week)
College: College of Education and Human Development
Location: Newark/Wilmington
Title of Supervisor: Chrystalla Mouza, Chair, School of Education

CONTEXT OF THE JOB:
The Wilmington AA Elementary Teacher Education (ETE) Program Coordinator is responsible for recruitment, administration, advisement, and supervision of candidates for the AA Elementary Teacher Education (ETE) program in Wilmington.

MAJOR RESPONSIBILITIES:
- Carries out AA ETE administrative responsibilities which include orienting new students, maintaining program and student records, handbooks, and websites, registering students, coordinating early field experiences, coordinating course and space needs with Wilmington Faculty Coordinator, and communicating with the Associate Director for Undergraduate Programs on program and student issues.
- Advises all AA ETE students including new student orientation, mid-term and registration advisement and prepares sophomores to transition to the Newark campus.
- Plans and implements undergraduate community building events. Creates an APPLE (Association of Pre-Professional Leaders in Education) presence on the Wilmington campus for the AA ETE students.
- Teaches EDUC 100, Introduction to Elementary and Middle School Education. Facilitates undergraduate courses as assigned based on expertise and need.
- Recruits Wilmington area students for the AA ETE program. Presents at Wilmington Decision Day events, and meets with prospective students.
- Completes additional tasks as assigned.

QUALIFICATIONS:
- Master's Degree in education or related field.
- Experience working in the Wilmington community or with underrepresented populations.
- A minimum of five years of school leadership experience.
- Experience working with high school and/or early college students.
- Experience directing projects.
- A self-starter, passionate about the teacher education field and supporting students as they progress through the first two years of the ETE program.

APPLICATION INSTRUCTIONS:
To apply, submit cover letter, your current resume/CV, and contract information for three references to Stephanie Kotch-Jester, sakjstr@udel.edu by November 26, 2018.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html.