



**College of Education
Educational Administration Department
Michigan State University**

Assistant Professor (non-tenure stream) Faculty Position, Higher, Adult and Lifelong Education

The Higher, Adult, and Lifelong Education Program (HALE) in the Department of Educational Administration (EAD) at MSU is seeking an outstanding candidate to fill a one-year fixed term position at the assistant professor level (non-tenure track) with the potential of renewal if funding is available. This is an academic year (nine-month appointment) in EAD with the possibility of summer teaching and the potential for renewal, pending future funding. Position begins August 16, 2017.

Duties: The successful candidate is expected to work closely with faculty and program staff in HALE and EAD. Specific duties include coordinating the Student Affairs Administration (SAA) master's program; recruiting and advising students; helping to develop, teach, and manage course offerings in the SAA program; coordinating the practicum process and procedures; and assisting with other program-related administrative responsibilities.

Qualifications: Ph.D. in Student Affairs Administration, Higher Education, or related field. Qualifications other than degree: **Required:** Demonstrated work experience in higher education and student affairs (particularly with issues related to leadership, college students, or college administration); successful teaching experience in higher education; and excellent communication skills. **Desired:** Demonstrated track record of student advising, program administration, database management, and presentation software.

Qualified and interested candidates should submit: Interested candidates should send a letter of application highlighting qualifications, names of three professional references, and current curriculum vitae electronically to the **MSU Applicant Page** at: <https://jobs.msu.edu>, posting number 5259. Please see the College of Education website www.education.msu.edu for information about the college and this position. We invite inquiries to chair of the search committee Matthew Wawrzynski (mwawrzyn@msu.edu),

MSU is an affirmative action, equal-opportunity employer. MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.

Review of candidates will begin immediately following the close of applications and will continue until the position is filled.