

**University of Illinois at Springfield  
Department of Public Administration**

The University of Illinois at Springfield invites applications for multiple tenure-track Assistant Professor positions beginning August 15, 2008.

Qualifications for all positions include an earned doctorate (at the time of appointment) in public administration, political science, or a related field, with strong teaching and research interests in one or more of the disciplines or sub-disciplines of public administration or public policy. Applicants should have an emerging record of excellence in teaching, scholarship, and professional service and an established research agenda. Salaries are competitive, depending on qualifications.

Preference will be given to applicants who have an interest in teaching one or more of the following graduate courses: Introduction to the Profession, Analytical Tools, Administrative Ethics, Nonprofit Management, Public Policy Analysis, and Program Evaluation. Other areas of teaching will be considered as well. Each of these positions will need to teach a portion of their coursework in our online program. Experience in online teaching is desirable.

The Department of Public Administration is housed in the College of Public Affairs and Administration and offers the MPA and DPA degrees.

Located in the state capital, the University of Illinois at Springfield is the third campus of the University of Illinois. The UIS campus serves over 4,000 students in 19 graduate and 20 undergraduate 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. Its diverse student body includes traditional, non-traditional, and international students. UIS faculty are committed teachers, active scholars, and professionals in service to society.

Screening of applications will begin November 20th and will continue until the positions are filled. Further information is available on the Department of Public Administration website at [www.uis.edu/publicadministration/](http://www.uis.edu/publicadministration/) Inquiries may be directed to the Department by e-mail at [mpa@uis.edu](mailto:mpa@uis.edu) or by phone at (217) 206-6310. Please send a letter of application, curriculum vitae, names, addresses and telephone numbers of three references, and any other pertinent information to:

**Public Administration/Center Search Committee  
University of Illinois at Springfield  
One University Plaza, MS PAC 420  
Springfield, IL 62703**

UIS is an affirmative action/equal employment opportunity employer. Women, minorities and persons with disabilities are strongly encouraged to apply.

# **ACADEMIC PROFESSIONAL VACANCY**

## **Student Organization and Leadership Coordinator**

### **Student Life**

### **Student Affairs and Administrative Services**

Position Appointment: Full Time

Starting Salary: Salary is commensurate with education and experience

Deadline to Apply: For full consideration, applications should be received by 4/4/2008

Approximate Begin Date: July 1, 2008

#### **PRIMARY FUNCTION:**

The Student Organization and Leadership Coordinator is a full-time employee of the Division of Student Affairs with primary responsibility for assisting the 65+ registered student organizations with advisement, program planning, leadership development, recognition as well as implementing a student leadership development series. The student organization and leadership specialist reports to the Assistant Director of Student Life.

#### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Coordinate the student organization registration process and maintain complete records for each organization.
- Coordinate space reservation and event registration process for student organizations.
- Oversee adherence of student organization policies.
- Serve as advisor to the Inter-Club Council Board concerning operations and funding allocations.
- Advise student organizations of financial responsibilities and the budget development process.
- Develop and implement a student leadership development program.
- Oversee the Student Organization Center and selection of student organization office space.
- Establish and maintain regular communication with student organization advisors, including a formal training for advisors. Oversee production of Student Organization and Advisor Manuals which outline policies and procedures to ensure effective and efficient operations of student organization and activities, and update the student organization handbook.
- Assist in major campus event planning such as Welcome Week, Homecoming, and Springfest.
- Assist with the operation of the student center.
- Participate in departmental and divisional activities and serve on university committees as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree.
- Ability to multitask, be highly organized, and communicate effectively with campus departments and student organizations.
- Ability to work nights and weekends for student events.

#### **DESIRED CHARACTERISTICS:**

- Master's degree in Student Personnel, Higher Education, or a related area is preferred.
- Experience working in a higher education setting, student programming, advising student groups, developing community outreach programming, student leadership training, and student organization registration.

#### **TO APPLY:**

Applications must include a resume and letter of interest as well as the names, addresses and telephone numbers of three references to be sent to:

**Ryan Prosser, Search Committee Chair**  
**Office of Student Life**  
**University of Illinois at Springfield**  
**One University Plaza, SAB 20**