

**POSITION ANNOUNCEMENT
SCHOOL OF FOREST RESOURCES
THE PENNSYLVANIA STATE UNIVERSITY
UNIVERSITY PARK, PENNSYLVANIA**

POSITION: Coordinator of Undergraduate Programs in the School of Forest Resources. This is a 48 week full-time academic appointment as Instructor. This position is not subject to the terms and conditions of the University's tenure policy.

STARTING DATE: December 15, 2009, or as soon thereafter as possible.

RESPONSIBILITIES: Provide coordination and advising in support of the School's three undergraduate programs in Forest Science, Wildlife and Fisheries Science, and Wood Products under the direction of the Associate Director of Academic Programs. Specific duties will include student recruiting and orientation; coordinating and conducting student advising by faculty; assisting in maintenance and audit of student records; scheduling courses; providing staff support for course and curriculum changes; assisting in scholarship awards; assisting students with temporary and permanent job placement; assisting in maintaining the School's website; and preparing publications, handbooks, and special reports about undergraduate academic programs as needed. The position requires undergraduate teaching with an emphasis on introductory courses. Other duties may be assigned by the Director of the School of Forest Resources.

QUALIFICATIONS: Master's degree, with one professional degree or allied experience in the natural resources. Occasional overnight travel and weekend and evening responsibilities will be required. Preference will be given to candidates with a demonstrated interest in natural resources education and professional affairs.

APPLICATION: A resume, academic transcripts, and contact information for three references should be submitted to Dr. C. Paola Ferreri, School of Forest Resources, 408 Forest Resources Building, Penn State University, University Park, PA 16802; phone 814-863-2095; fax 814-865-3725; email cpf3@psu.edu.

CLOSING DATE: Review of candidates will begin on November 30, 2009 and continue until a suitable candidate is selected.

Penn State is committed to affirmative action, equal opportunity
and the diversity of its workforce.