



**Instructor/Undergraduate Program Coordinator  
Department of Food Science  
Penn State**

Job Number: 63081

Link to Job on Job Website: <https://psu.jobs/job/63081>

Department: Food Science

Work Unit: Agricultural Sciences

Announce Start Date: 04/20/2016

Closing End Date: Until Filled

The Department of Food Science in the College of Agricultural Sciences at The Pennsylvania State University, University Park is seeking applicants for a full-time instructor/undergraduate program coordinator.

**Teaching Responsibilities:** The applicant will be expected to teach two 3-credit courses per semester according to departmental needs and assist with other courses and extension programs. The candidate will be encouraged to support student led activities (e.g., Food Science Club) and participate and lead a number of teaching and learning enrichment and professional development programs.

**Undergraduate Program Coordinator:** As undergraduate program coordinator, the candidate will be the central point of contact for current and prospective undergraduate students and lead recruiting efforts to build a diverse population of undergraduate students. The applicant will be expected to coordinate and participate in New Student Orientation (NSO), Spend a Summer Day (SASD), and various other recruiting and retention programs within the college and/or department. Advising duties include assisting undergraduate Food Science students with course scheduling, degree planning, career guidance, intent to graduate, and other academic issues. The applicant will also be expected to advise the Undergraduate Program Committee (UPC) on instructional and curriculum policies/best practices, lead curriculum revision/assessment efforts to maintain IFT accreditation, prepare advising/instructional updates for the faculty, prepare course offerings, and attend the College Program Coordinator and Student Recruitment and Enrollment Committee (SREC) meetings.

**Qualifications:** The ideal candidate must hold a Master's Degree in Food Science (Doctorate degree preferred) or a closely related field. Additional experience in the food processing industry is preferred. Prior teaching experience is required, academic advising experience is desired, and a genuine interest in working with undergraduate students is a necessity. Because most of the duties related to this position will involve one-on-one meetings with students and presentations to groups of students, excellent interpersonal and communication skills are also required.

This is a fixed-term position funded for one year from date of hire with excellent possibility of re-funding.

To be considered, applicants must complete an on-line application and include the following: (1) letter of application indicating area of interest; (2) curriculum vitae including educational background, employment history, and research record; (3) teaching statement and record of past teaching at the undergraduate level, if any; and (4) names and contact information for at least three professional references. Review of applications will begin immediately and continue until the position is filled.

Questions about the position may be directed to: Dr. Federico Harte, Search Committee Chair and Associate Professor of Food Science, at fede@psu.edu or 814-867-5689.

Desired start date will be August 1, 2016.

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