

## Job Duties for CCSE Coordinators

The following is the list of expected job duties for a faculty member taking on the role of undergraduate or graduate coordinator. Coordinators will receive a release(s) based upon the size of their program and negotiation with their department chair with consultation with the Dean. Coordinators will have priority for selection and proposing courses for summer term.

### Job Expectations for Undergraduate and Graduate Coordinators:

- ◁ Advise students in the major
  - Email
  - Phone