

Position Announcement
Academic Professional and Associate Director of Academic Programs

The School of Economics (<https://econ.gatech.edu>) at the Georgia Institute of Technology invites applications for an Academic Professional to serve as Associate Director of Academic Programs. This position is a full-time, benefits-eligible, non-tenure-track faculty position for twelve months. The position is annually renewable and offers a career path towards promotion to ranks of Senior Academic Professional and Principal Academic Professional. The anticipated start date for this position is November 1, 2019 or soon as practicable.

As an academic professional, the Associate Director of Academic Programs will be responsible for teaching, service, and administration and will normally teach a total of four courses per calendar year, which includes one course in the summer. This position will report to the School Chair and will work closely with the Directors of Undergraduate Programs, Masters Programs and Doctoral Programs, as well as with the School of Economics (SOE) staff, including academic advising staff.

Primary areas of responsibility are expected to be with undergraduate and masters programs and include: a) administering the School's three undergraduate degree programs including student advising and program assessment; b) assisting the School Chair with course scheduling; c) fostering and coordinating curricular enhancement in coordination with the Directors of Undergraduate and Masters Programs; c) administering MS student advising; d) teaching four courses per calendar year. Ability to teach macroeconomics and related courses at the undergraduate and master's level is preferred. However, candidates with a background in other fields of economics will be considered, provided they demonstrate outstanding teaching ability and administrative skill. The successful candidate in this position is also expected to stay at the forefront of instructional pedagogy and to facilitate learning of this pedagogy among the school's faculty and instructors.

Specific duties include, but are not limited to:

- Coordinate with SOE advising staff to:
 - Provide general undergraduate student advisement and support to approximately 200 majors total across three degrees
 - Provide general MS advisement and support to approximately 50 students
 - Coordinate undergraduate and MS student recruitment, marketing, and retention activities
- Work in conjunction with the School Chair on scheduling of all undergraduate and graduate classes in the School
- Contribute to undergraduate program planning and program development
- Work in conjunction with the School Chair and Director of Doctoral Programs to hire undergraduate and graduate teaching assistants

- Manage program assessment in conjunction with the Directors of each academic program
- Identify internship opportunities for undergraduate students and work with SOE staff to market and coordinate these opportunities
- Serve as key contact for the School's students with campus-wide career development activities
- Work with SOE communication staff to manage alumni and degree/minor/certificate program records
- Manage undergraduate student awards and student association activities; work with School Chair and relevant Directors to identify and deploy School-level scholarships.
- Liaise with Directors of Masters and Doctoral Programs and SOE staff as needed on graduate programs to maintain a cohesive academic programs environment in the School.

Qualified candidates should hold a Ph.D. in economics or closely related discipline and demonstrated superior administrative and instructional skills are preferred. An earned doctorate is required by the start of the appointment, and a background check must be completed prior to employment.

The School of Economics is part of the Ivan Allen College of Liberal Arts at Georgia Tech, and is a fast-growing and vibrant department. We offer a B.S. degree in Economics, Global Economics and Modern Language, and Economics and International Affairs. We also have a Ph.D. program and a fast growing M.S. program. The school is currently home to 18 full-time faculty with plans for continued faculty growth in the next few years.

Georgia Tech is a top-ranked public research university situated in the heart of Atlanta, a diverse and vibrant city with great economic and cultural strengths. The Institute is a member of the University System of Georgia, the Georgia Research Alliance, and the Association of American Universities. Georgia Tech prides itself on its technology resources, collaborations, high-quality student body, and its commitment to diversity, equity, and inclusion.

All applications must be submitted through the American Economic Association's Job Openings for Economists website (<https://www.aeaweb.org/joe/>). At the time of offer, a background check will be required.

Applicants should submit: 1) a letter of application, 2) curriculum vitae, 3) teaching evaluations, 4) one letter of recommendation that can speak directly to the applicant's teaching and administrative ability, and 5) the names and contact information for at least two more references. Finalists will be asked to submit transcripts from their PhD-granting institution.

For full consideration, applications should be submitted by October 15, 2019, but the search will continue until the position is filled. Requests for information may be directed to the chair of the search committee, Dr. Matthew Oliver at matthew.oliver@gatech.edu.

Georgia Tech is an equal education/employment opportunity institution dedicated to building a diverse community. We strongly encourage applications from women, underrepresented minorities, individuals with disabilities, and veterans. Georgia Tech has policies to promote a healthy work-life balance.