Graduate Coordinator  
Position # 0493  
Asst./Assoc. Professor  
Eugene T. Moore School of Education

The Eugene T. Moore School of Education is seeking a twelve-month coordinator of graduate studies who will oversee the graduate programs consistent with the mission and goals of a research-extensive (Carnegie designation) university. We offer 10 master's degrees, one educational specialist's degree, and two doctoral degrees. The coordinator will provide oversight and coordination of recruitment, admissions, planning and development, program maintenance, and support of graduate students. The incumbent will have the opportunity to teach one course annually, as appropriate.

Qualifications: Earned doctorate in a field of education and appropriate work experience. Rank and remuneration will be commensurate with experience.

Successful candidates will possess skills and competencies in administration of graduate programs, in organization and management, in communications, in public relations, in supervision of staff and graduate students, and with technology; additionally, the successful candidate will have exhibited a commitment to diversity.

Clemson University, located along the I-85 corridor between Atlanta and Charlotte, is ranked among the top 35 public research universities in the nation. Clemson is an equal-opportunity, affirmative-action employer seeking applicants who are from diverse social and cultural backgrounds. Please see [http://www.hehd.Clemson.edu/schoolofed](http://www.hehd.Clemson.edu/schoolofed) for more information..

**Application Process:** To apply, send hard-copy letter of application, transcripts, curriculum vita, and three letters of reference to Graduate Coordinator Search Committee, 102 Tillman Hall, Clemson University, Clemson, SC 29634-0702. Also, email an electronic version of the CV directly to brosnab@Clemson.edu and make inquiries to Dr. Bill Fisk (bill252@Clemson.edu) or Dr. Nancy Dunlap (ndunlap@Clemson.edu). For best consideration, you must submit all materials by November 18, 2005.