



UNIVERSITY OF MARYLAND

SCHOOL OF PUBLIC HEALTH
Department of Family Science

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Department of Family Science
Position Vacancy: Assistant Clinical Professor
Open Until Filled – Best Consideration Date of May 3, 2021

The Department of Family Science (FMSC), School of Public Health (SPH), University of Maryland, College Park seeks a full-time Assistant Clinical Professor to join a dynamic department that includes programs in Family Science, Maternal and Child Health, and Couple and Family Therapy. This faculty member will serve as the Graduate Director, assuming multiple administrative responsibilities for our graduate programs including our doctoral programs in Family Science and Maternal and Child Health, and our master's program in Couple and Family Therapy. The person in this position will collaborate closely with the Graduate Committee and the Director of the Couple and Family Therapy (CFT) program. This person will teach one undergraduate or graduate course in the fall and spring semesters. Additionally, the Assistant Clinical Professor will teach one undergraduate course in one of the summer terms. The Graduate Director may supervise one 10-hour administrative assistantship student. The Graduate Director will report to the department chair. Administrative responsibilities will include the following:

Recruitment and Admissions Responsibilities

- Manage all recruitment activities including preparation for FMSC departmental participation in SPH open house, fielding prospective student inquiries and facilitating interactions with the Graduate Committee and faculty members, ensuring all recruitment materials are prepared for national conferences and other recruitment tabling events, and maintaining all admissions information on FMSC and Graduate School website page consistent and up to date;
- Maintain up to date admissions information on the FMSC, the SPH and the Graduate School websites;
- Organize all admissions processes including review of applicants in the UMD TerpEngage and SOPHAS/Webadmit systems, interviews, and offers of admission in collaboration with the Graduate Committee, other faculty, and the CFT Director;
- Work with the chair on graduate assistantship assignments and contracts;
- Work with the Graduate Committee to plan and conduct orientation activities beginning in the spring, culminating with orientation activities in fall semester.

Graduate Program Responsibilities

- Conduct graduation clearances for Couple and Family Therapy students;
- Assist students with registration and reviewing their course plans, securing course permissions, basic academic advising, approval of policy exceptions for students, and completion of all forms for the Graduate School throughout their enrollment;
- Check Uachieve and SIS rosters to confirm enrollment and progress;
- Serve as liaison on graduate enrollment between the department, the registrar and other university offices.
- Schedule and conduct cohort meetings of PhD students, and schedule theses, dissertations, and qualifying examinations;
- Manage the annual Progress to Degree process for doctoral students;
- Work with the Graduate Committee on the revision or development of qualifying examination questions and ensure a productive and timely process for the examinations;
- Coordinate with the Assistant Director of Administration on social media related to graduate programs and alumni engagement;
- Maintain up to date program handbooks, forms and other information on the FMSC website;

- Facilitate establishing and maintaining up to date resources to support PhD student efforts to garner pre-doctoral internal and external dissertation funding;
- Work with the Chair and Assistant Director of Administration on CEPH accreditation needs related to all graduate programs, COAMFTE related data collection and reporting and data requests from the SPH or Graduate School;
- Participate in Graduate Public Health Programs Committee in the School of Public Health and the DGS/CGS Campus Committee in the Graduate School;
- Serve as liaison with the Graduate School for fellowships and awards, and ensure submission of nominations;
- Ensure timely, routine communications with all graduate students.

Teaching responsibilities:

- Teach one undergraduate or graduate course in the fall semester and one course in the spring semester;
- Teach one undergraduate course in one of the summer terms.

Other duties as assigned.

Qualifications: A doctoral degree (Ph.D) in Family Science, Maternal and Child Health, social or behavioral science or other relevant discipline is required. At least 1 year of administrative experience in an academic setting or evidence of leadership and administrative experience in a similar capacity required. Demonstrated evidence of excellent written and interpersonal communication skills. Proficiency with Microsoft Office suite. Must be able to manage multiple administrative tasks and interact effectively with faculty, staff and students. A demonstrated understanding of and commitment to working with a diverse student body. Demonstrated skill in problem-solving, listening, and interacting constructively with diverse audiences. Strong preference will be given to applicants with prior experience teaching courses related to Family Science, Maternal and Child Health, and family health and well-being at the undergraduate and/or graduate level. Strong preference will be given to applicants with prior administrative experience with students in an academic setting, including student affairs. Strong preference will be given to applicants who have prior advising experience.

Salary and Appointment Date: This is a 12-month professional track appointment; salary is commensurate with qualifications. Appointments may begin in early summer 2021 at a mutually agreed-upon date.

Application: Applicants must apply electronically to <https://jobs.umd.edu>, faculty section, position 126232. For best consideration, candidates should submit materials by May 3, 2021. Applications will be accepted until the position is filled. Applications should include the following: 1) cover letter clearly indicating how the candidate meets each of the qualifications listed above, 2) curriculum vitae, 3) a writing sample, and 4) contact information for three references (to be contacted only with the candidate's approval). Contact: Dr. Mia Smith-Bynum, Search Committee Chair (msbynum@umd.edu) for questions about the position. The University of Maryland and the Department of Family Science actively subscribe to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression.