Title: Faculty Director, Capital Internship Programs in Washington, D.C. and Sacramento

Reports to: Dean, Division of Undergraduate Education

Compensation: $10,000 annual stipend; $7000 to department for one course buyout each year

Term of Appointment: Three years, renewable

Interested tenured faculty and Lecturers/SOE are invited to apply for the position of Faculty Director of the Capital Internship Programs (CIP) in Washington, D.C. (UCDC) and Sacramento (UCCS), which is housed within the Division of Undergraduate Education.

The mission of CIP is to foster undergraduate education by providing students off-campus learning and developmental experiences utilizing the valuable resources and unique educational environments of Washington, D.C. and Sacramento.

More details on the programs can be found at:
- UCDC: http://www.dccenter.uci.edu/
- UCCS: http://uccs.ucdavis.edu/

Responsibilities:

- Work in collaboration with CIP’s staff Director who is responsible for the administrative operations, including management of budget, space, staff, communications, records, and program operations.
- Meet with individual faculty from across the campus to inform them about the program and to discuss strategies to increase student participation from their departments. Debrief staff Director on outcomes from individual faculty meetings.
- Chair the annual or bi-annual CIP Advisory Board meetings to provide updates on CIP programs, and allow board members to provide feedback to the program.
- Talk to prospective students and participants at various events and new student orientations about UCDC and UCCS.
- Act as a consultant for the staff Director when questions arise regarding student’s suitability to participate on CIP programs.
- Assist the Washington Center’s recruitment efforts for faculty-in-residence positions.
- Be willing, if asked, to serve on the Washington Center Academic Advisory Committee, the group responsible for the academic programs in Washington, DC.

Application Information:

To apply, please email a letter of interest and curriculum vitae to Sharon Salinger, Dean, Division of Undergraduate Education (salinger@uci.edu).

The deadline to apply is: July 7, 2014