

**ADMINISTRATIVE OPENING**  
**Baker College Muskegon**  
**Internal & External Posting**

**POSITION:** Full-Time Faculty, Teacher Preparation Program Coordinator

**REPORTS TO:** Dean of Education and Human Service

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Doctorate degree in science, math and/or education related degree (special ed, curriculum, etc) required
- Minimum three years teaching experience at K-12 level required, elementary certification preferred
- Previous experience with student teachers or teacher mentoring programs preferred
- Must have excellent oral and written communication skills
- Must be computer literate
- Must have willingness to travel to system meetings and student teaching placements

**DUTIES AND RESPONSIBILITIES:**

- Teach three to four classes each quarter (fall, winter, spring and summer); or as determined by supervisor
- Supervise student teachers in the field, foster relationships with cooperating teachers and coordinate all student teaching supervisors
- Work with teacher preparation student portfolios and interviews
- Assist with student meetings, advising, curriculum development and assessment
- Assist with faculty mentoring and professional development
- Maintain student program files and data base
- Prepare student application packets
- Other duties as assigned

**WORK SCHEDULE:** Standard-Academic (52 weeks/5 weeks vacation)  
Some evening and weekend hours may be required

**STARTING DATE:** February 20, 2012

**COMPENSATION:** Salary based on education, experience, and existing wage rates for similar positions at Baker College. Full benefit package.

**APPLICATION PROCEDURE:** Please submit cover letter and resume by **February 6, 2012** to:

Human Resource Department  
Baker College of Muskegon  
1903 Marquette Avenue  
Muskegon, MI 49442-3404  
Fax: (231) 777-5263  
Email: [hr-mu@baker.edu](mailto:hr-mu@baker.edu)

**AA/EOE**