

Job ID

55764

Location

Tallahassee, FL

Full/Part Time

Full-Time

Regular/Temporary

Regular

Department[Office of the Provost](#)**Responsibilities**

This position will establish and oversee the Graduate Education Resource Center and the university's Quality Enhancement Plan (QEP) housed in the Office of the Provost. Initially, this position will focus on increasing campus awareness of existing services available for doctoral students and develop and implement student success initiatives and associated assessment and improvement plans for doctoral education. The Graduate Education Resource Center will eventually be expanded to serve all graduate students.

Responsibilities:

- Develop, track, implement, analyze, and assess the initiatives included in the university's Quality Enhancement Plan
- Prepare the QEP Impact Report submitted as part of the university's SACSCOC Fifth-Year Interim Report
- Develop and maintain a centralized and comprehensive website that serves as a "one-stop connection" to the campus resources, services, and opportunities available to doctoral students
- Develop opportunities available to doctoral students in collaboration with the Career Center, University Libraries, Reading-Writing Center, Center for the Advancement of Teaching, Center for Intensive English Studies, and the Graduate School
- Leverage social media, FSU news, and other marketing strategies to make the campus aware of the Graduate Education Resource Center
- Establish collaborative partnerships with the Graduate School, Office of Research, and other campus offices to improve doctoral outcomes
- Recommend innovative university practices and revisions to existing policies and procedures to support doctoral student success
- Coordinate with Institutional Research and the Graduate School to produce and disseminate doctoral student progression and success data to inform decision-making
- Participate in graduate school orientation, Program for Instructional Excellence teaching conference, and other programs that are designed to introduce students and teaching assistants to campus resources and support services
- Engage with graduate faculty to make them aware of the Graduate Education Resource Center and incorporate suggestions to improve doctoral education
- Provide oversight of Graduate Education Resource Center facilities, staffing, and budget as appropriate
- Fulfill other duties as assigned in support of FSU's Quality Enhancement Plan which is a part of the Reaffirmation of Accreditation with SACSCOC

Qualifications

Doctorate or terminal degree and a minimum of 7 years of experience in university academic or student affairs is required. Position requires a high level of initiative; strong interpersonal, organizational, leadership, and presentation skills; and effective collaboration with students, faculty, and administrators. University teaching and research experience is considered a plus.

Contact Info

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University Information

One of the nation's elite research universities, Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts and critical thinking. Founded in 1851, Florida State University is the oldest continuous site of higher education in Florida. FSU is a community steeped in tradition that fosters research, encourages creativity, and embraces diversity. At FSU, there's the excitement of being part of a vibrant academic and professional community, surrounded by people whose ideas are shaping tomorrow's news!

[Learn more](#) about our university and campuses.

Anticipated Salary Range

Salary commensurate with experience and qualifications.

FSU Total Rewards

FSU offers a robust Total Rewards package. Visit our [website](#) to learn more about our Compensation, Benefits, Wellness, Recognition, and Employee Development programs.

Use our [interactive tool](#) to calculate Total Compensation options based on potential salary, benefits and retirement contributions, earned leave, and other employment-related perks.

How To Apply

If qualified and interested in a specific Faculty job opening as advertised, apply to Florida State University at <https://hr.fsu.edu/facultyjobs>. If you are a current FSU employee, apply via myFSU > Self Service.

Applicants are required to complete the online application with all applicable information. Applications must include education details even if attaching a Vita.

Considerations

This is a Faculty position. It is eligible for the specialized faculty promotion process. Position may be filled as an Instructional Specialist I, II, or III based on qualifications and experience. This position requires successful completion of a [criminal history background check](#).

Equal Employment Opportunity

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer.

FSU's Equal Opportunity Statement can be

accessed at: https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/diversity/EEO_Statement.pdf.