



**College of Agricultural & Environmental Sciences**  
**UNIVERSITY OF GEORGIA**

**POSITION ANNOUNCEMENT**

**Academic Professional Associate**

**Position:** 12-month, non-tenure-track position with responsibilities in Instruction, Administration and Service.

**Location:** Department of Entomology, University of Georgia, Athens, GA.

**Position Responsibilities:** The Department of Entomology has a diversity of undergraduate and graduate education programs. The core responsibility of this position is to oversee academic programming in the department by: 1) serving as the program coordinator for the department's undergraduate majors; 2) overseeing recruitment and career development mentorship of undergraduates, 3) serving as departmental liaison to professional advisors in the College of Agricultural and Environmental Sciences, 4) providing instructional support to faculty members and the Department Head including management of social media and Listservs, 5) coordinating learning outcome assessment, evaluation activities, and course scheduling, and 6) overseeing curriculum updates and record keeping. The successful candidate will also coordinate seminar and internships (e.g., ENTO 3000/8000, ENTO 3000/8000E, BTEC 3910 & ENTO 3910) and experiential learning activities which may entail involvement in grants that support the instructional mission of the Department.

**Qualifications:** Applicants must have a PhD in entomology, a related life science field, or life science education. Exceptions to the terminal degree requirement may be made for individuals whose experience and accomplishments compensate for, or make irrelevant, the lack of a terminal degree. One year of experience overseeing academic programs is highly desirable. Outstanding communication and organizational skills together with knowledge about the life sciences are essential to the position.

**The Department:** The Department of Entomology at UGA consists of 35 faculty members situated in a stimulating, multi-campus environment with an excellent reputation in research, extension and instruction. Two undergraduate majors are based in the Department: Entomology, and Applied Biotechnology. Graduate students in the Department are pursuing MS or PhD degrees in Entomology or related fields.

**Application:** Applicants should submit the following: a letter of application, detailed curriculum vitae (25-page limit) and a one-page DEI statement of how you would foster diversity, equity and inclusion. Candidates also need to provide names and contact information for three references. All materials should be submitted via <https://www.ugajobsearch.com/postings/224440>. Complete applications received by November 19, 2021 will be assured of full consideration.

**The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR ([hrweb@uga.edu](mailto:hrweb@uga.edu)).**