

# UNIVERSITY *of* NORTH CAROLINA

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# PEMBROKE

## Director of the Master of Public Administration Program Associate/Professor

The Department of Political Science and Public Administration at the University of North Carolina at Pembroke (UNCP) seeks an accomplished scholar, at the associate or full professor level, to direct the Master of Public Administration (MPA) program beginning August 1. The Department serves undergraduate students through the Bachelor of Arts in Political Science, which offers four concentrations: general political science, public policy and administration, pre-law, and international relations. The Department serves a growing number of graduate students with the MPA degree, which also has four concentrations: general public administration, emergency management, criminal justice, and health administration. Additionally, the program offers a five-year combined BA-MPA program. Predominantly delivered online, the MPA program primarily focuses on addressing professional needs of practitioners. However, on-campus and online applications for admission are considered each fall and spring semester. The graduate component of the Department continues to expand, currently enrolling 110 students. Our Fall 2018 incoming cohort was over 40 students.

UNCP is a rural, regional university within the University of North Carolina system and is located in the southeastern region of the state. Total enrollment is approximately 6,500 students. The university's mission includes "Changing Lives Through Education."

### **Responsibilities**

Reporting directly to the Chair of the Department, Director responsibilities include but are not limited to:

- The successful recruitment of new applicants and collaboration with the MPA Admissions Committee.
- Continued work to refine retention efforts within the MPA program.
- Being an active member on the University's Graduate Council.
- Conducting appropriate program reviews to continually improve the quality and relevance of the curriculum, including yearly accreditation reports.

- Teach six courses per year in one or more of the following areas: public administration, public management, emergency management, non-profit administration, or health administration. (Distribution of courses across the academic year is negotiable.)
- Maintain an appropriate level of professional development, research, and service to the institution.

### **Required qualifications**

An ability to maintain a team-oriented approach to working relationships is required.

Work during the summer is expected, but terms of this work are negotiable.

Successful candidates must possess a Ph.D. in public administration or a related field, six or more years of experience in higher education, and a sustained record of quality teaching and scholarship.

### **Preferred qualifications**

Candidates whose background includes strategic plan development and/or working with accrediting bodies will be given preference.

### **Application process**

Interested applicants are asked to submit a complete application, including a cover letter addressing their ability to act as a program director, a CV, a writing sample, and a teaching portfolio demonstrating excellence in online and face-to-face teaching (please include past course evaluations), and a list of 3 professional references to: <https://jobs.uncp.edu>

Salary is commensurate with qualifications and experience.

For questions, please contact the chair of the department and interim MPA director, Dr. Emily Neff-Sharum ([emily.neffsharum@uncp.edu](mailto:emily.neffsharum@uncp.edu)).