

[Close Window](#)**Position Information**

Position Title	Instructor
Number of Positions	1
Internal/External Posting:	External
Area of Specialization	Undergraduate Coordinator, Advising, Recruitment
Department	Animal & Dairy Science
Department Profile	<p>The Department of Animal and Dairy Sciences currently advises 250 undergraduate students. In addition, well-equipped animal and laboratory facilities are available within the department including the Leveck Animal Research Center comprised of 1,100 acres for livestock and the Bearden Dairy Research Center with Holstein and Jersey cows, both located near Mississippi State University campus.</p> <p>The Department of Animal and Dairy Science is seeking an undergraduate program coordinator. The successful candidate will also oversee undergraduate student advising, ensure departmental curriculum is current and maintained appropriately, work with and assist faculty in the department with undergraduate teaching and advising, scheduling of classes, review of degree requirements of new, transfer and graduating students, and serve as the departmental liaison for orientation of new and transferring students.</p>
Position Function	<p>This person will also be responsible for working with College of Agriculture and Life Sciences Admissions Coordinator to develop recruitment programs. Additional duties will include service on departmental committees and participation in departmental activities. The incumbent will develop a comprehensive undergraduate record database and maintain a contact list for students who have graduated. The position is a 12-month, non-tenure track instructor position</p>
Essential Duties and Responsibilities	<p>Qualifications include a minimum of a M. S. degree in Animal Science or related field. Ability to communicate and recruit effectively with students and parents are required.</p>
Minimum Qualifications	<p>Yes</p>
Will ABD's (all but dissertation) be considered?	<p>Ph.D preferred. Experience in teaching undergraduate courses. Involvement with student advising and practical experience in the animal industry preferred.</p>
Preferred Qualifications	
Knowledge, Skills and Abilities	
Working Conditions and Physical Effort	
Instructions for Applying	<p>All candidates must apply online at www.jobs.msstate.edu and are required to complete the Personal Data Information Form. Interested candidates should submit a letter of application, curriculum vitae, college transcripts, and three letter of reference to: Dr. Mark Crenshaw, Box 9815, Mississippi State, MS 39762, or email mcrenshaw@ads.msstate.edu.</p>
Departmental Contact	Mark Crenshaw
Contact E-mail	mcrenshaw@ads.msstate.edu

Contact Phone <i>(format: xxx-xxx-xxxx)</i>	662-325-1689
Position Open Date	05-31-2012
Position Close Date	Open Until Filled
Position Category	Faculty
Tenure Track Status	Non Tenure-Track
Position Type	Regular
Full-Time/Part-Time	Full-Time
12-month/9-month	12 Month
Salary Grade	UC
Minimum	55000
Midpoint	0.00
Maximum	60000
Work Location	Main Campus
Restricted Clause	None
PARF Number	6621

[Close Window](#)