

**POSITION ANNOUNCEMENT  
SCHOOL OF FOREST RESOURCES  
THE PENNSYLVANIA STATE UNIVERSITY  
UNIVERSITY PARK, PENNSYLVANIA**

- POSITION:** Coordinator for Undergraduate Programs in the School of Forest Resources. This is a 12-month, full-time fixed-term academic appointment as Instructor, renewable annually subject to satisfactory performance.
- STARTING DATE:** September 1, 2005, or as soon thereafter as possible.
- RESPONSIBILITIES:** Provide coordination and advising in support of the School's three undergraduate programs (Forest Science, Wildlife and Fisheries Science, and Wood Products) under the direction of the Associate Director for Academic Programs. Specific duties will include coordinating and conducting student recruitment and orientation; coordinating and conducting student advising among the faculty; assisting in maintenance and audit of student records; scheduling courses; providing staff support for course and curriculum changes; assisting in scholarship awards; assisting students with summer and permanent job placement; assist in maintaining the School of Forest Resources website, and preparing publications, handbooks, and special reports about undergraduate academic programs as needed. The successful applicant will also be required to teach undergraduate courses, with an emphasis on introductory Forest Science and Wood Product courses.
- QUALIFICATIONS:** Master's degree, with one professional degree or allied experience in forestry. Occasional overnight travel and weekend and evening responsibilities will be required. Preference will be given to candidates with a demonstrated interest in forest resources education and professional affairs.
- APPLICATION:** A resume, academic transcripts, and three letters of recommendation should be submitted to Dr. Paul R. Blankenhorn, Associate Director for Academic Programs, 213 Ferguson Building, University Park, PA 16802 (phone 814-865-3595; fax 814-865-3725).
- CLOSING DATE:** July 1, 2005, or until a suitable candidate is selected.

**An affirmative action/equal opportunity employer.  
Women and minorities encouraged to apply.**