The Department of Mechanical and Nuclear Engineering at The Pennsylvania State University is seeking applicants for an Undergraduate Coordinator. Applications are invited from outstanding individuals having expertise in any technical area that fits into a broad, modern mechanical or nuclear engineering curriculum.

The opening is a fixed-term, multi-year non tenure track faculty position with the option of renewal. Responsibilities for the position will include: coordinate the departmental Undergraduate Programs Office; assist in ABET-related activities; assist in determining annual teaching assignments; coordinate and conduct visits from prospective high school students; provide undergraduate academic advising including at the Engineering Advising Center, and New Student Orientation Program. In addition, the position will involve teaching upper level mechanical and/or nuclear engineering courses.

The position reports to the Professor-in-Charge of the Mechanical and Nuclear Engineering Programs. It is supported by a 1/2–time graduate assistant and two full-time staff members. The position will involve supervising the daily operation of the departmental Undergraduate Programs Office.

Qualifications for this position include either a Ph.D. or a M.S. with substantial industry experience in mechanical or nuclear engineering is preferred. The successful candidate will demonstrate the requisite interpersonal skills for working with large numbers of undergraduates as well as the ability to teach effectively at the undergraduate level. The Department of Mechanical and Nuclear Engineering is home to 1000 undergraduate students (see www.mne.psu.edu). Demonstrated supervisory skills are also highly desirable.

Nominations and applications will be considered until the position is filled. Screening of applicants will begin on April 1, 2015. Applicants should submit a statement of professional interests, curriculum vitae, and the names and addresses of three references. Apply to job 56401 at https://psu.jobs/job/56401.

CAMPUS SECURITY CRIME STATISTICS: For more about safety at Penn State, and to review the Annual Security Report which contains information about crime statistics and other safety and security matters, please go to http://www.police.psu.edu/clery/, which will also provide you with detail on how to request a hard copy of the Annual Security Report.

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, females, veterans, disabled individuals, and other protected groups.