

GEP Coordinator Role Description

Position Summary

The GEP Coordinator serves as the department's/school's primary liaison between faculty, GEP co-leads, and program leadership. The coordinator supports communication, implementation of assessment learning outcomes, a smooth assessment process, and faculty engagement in GEP initiatives, acting as a key connector for the department.

Core Responsibilities

1. Communication & Coordination

- Serve as the central point of contact for all departmental GEP matters.
- Receive and share updates from GEP co-leads and leadership.
- Maintain the department's shared digital repository and email directory (Canvas).
- Collaborate with the GEP co-leads for technical or process support.
- Share GEP-related communications in a consistent, transparent, and timely manner.

2. Assessment Oversight

- Coordinate collection and submission of assessment data and artifacts.
- Support instructors in using shared rubrics and templates correctly, so that course-level assessments align with GEP learning objectives and rubrics.
- Communicate assessment timelines and provide reminders at key checkpoints.
- Advocate for automation or simplification where feasible.

3. Faculty Support & Training

- Follow up with new instructors teaching GEP courses (after "Welcome to GEP workshops").
- Provide guidance on GEP learning objectives and resources.
- Share examples of effective practices and foster collaboration.
- Serve as a resource for interpreting GEP policies and expectations.

4. Feedback & Continuous Improvement

- Collect departmental feedback and communicate it to GEP co-leads.
- Participate in GEP discussions to refine communication, assessments, and training needs.
- Promote a culture of collaboration
- Contribute to department discussions on improving alignment and communication.

Time Commitment / Reporting Structure

- Typically, one academic year (renewable).
- Reports to the department chair and collaborates closely with college-level GEP leadership and co-leads.
- Departments/schools may choose to have the person serving as GEP Co-lead also be the GEP Coordinator.
- Service load should align with comparable service positions; departments may recommend recognition or incentives for workload balance.