



Department of Human Services

Rehabilitation Counseling and Sciences Program Coordinator – Jill Bezyak, PhD, CRC Position Description and Responsibilities

The Program Coordinator will serve as the unit leader in the Rehabilitation Counseling and Sciences program area. This faculty member will serve as the primary point of contact for faculty and student matters related to the program area. In addition, this individual will serve as the CACREP liaison in order to effectively communicate regarding matters of accreditation. The Program Coordinator will also lead faculty in areas of curriculum development and program related policies and procedures.

General responsibilities include:

- Coordinating programs in Rehabilitation Counseling and Sciences, which includes the MA in Rehabilitation Counseling and PhD in Rehabilitation Sciences.
- Responding to inquiries from university faculty and administrative personnel.
- Responding to inquiries from future and current students in the program areas.
- Serving as the liaison with CACREP, the accrediting body for the MA program in Rehabilitation Counseling.
- Providing input and recommendations regarding the program's budget(s) and related expenditures.
- Facilitating necessary changes to curriculum, policies, and procedures in the program area.
- Providing year-round leadership to the operation of the programs.
- Release time will be provided for the faculty member serving in this role in the form of one course release every third semester.