

Dissertation Coach – Department of Advanced Studies, Leadership and Policy
(4/8/21)

Institution: Morgan State University

Location: Baltimore, MD

Position: Dissertation Coach for the Department of Advanced Studies, Leadership and Policy

Type: Part Time

Level: 20 hours per week.

Contract Period: August 2021 – May 2022

Salary: \$30,000/year

Application Due: Open Until Filled

The University

Morgan State University is a historically Black institution with the distinct designation, conferred by the state, as Maryland's Pre-eminent Urban Research University. In 2019, the Carnegie Classification of Institutions of Higher Education moved Morgan State University from a moderate research classification of R3 (a ranking held since 2006), to an elevated classification of R2. The university is currently engaged in the vigorous enhancement of its research infrastructure, and the growth of its portfolio of grants and contracts, with the goal of attaining R1 status. The university offers a comprehensive array of baccalaureate and post baccalaureate degrees, and its faculty include over 500 members who are actively engaged in research, teaching, and service to the university and the wider community. In 2018, the university was re-accredited by the Middle States Higher Education Commission

The Department

The Department of Advanced Studies, Leadership and Policy is an exclusively graduate department, historically producing the largest number of doctoral graduates of any department in the university. Talented faculty serve a vibrant community of scholars drawn from five specialist areas: Higher Education Administration, Mathematics Education, Science Education, Community College Leadership, and Urban Education Leadership. The department includes 17 full-time and several part-time and adjunct faculty.

Major Responsibilities

The Dissertation Coach serves as a resource to provide one-on-one coaching for students at various levels of the dissertation writing process. The focus will be on technical aspects of research reporting, to include language and argument construction. The Dissertation Coach will work in conjunction with the dissertation Chair, whose approval should be sought on decisions regarding research methodology.

Specific responsibilities include but are not limited to the following:

- Motivate students to establish realistic timelines for the completion of the dissertation

- Provide clear direction and maintain the student as the author
- Present a thorough overview of areas that need attention and improvement
- Read and review all documents for consistency in formatting, alignment with APA style (7th edition), and campus-specific guidelines
- Provide clear and precise feedback to enhance the quality of the dissertation
- Offer editing, mechanical, and technical support in the completion of the dissertation
- Suggest alternative words or phrases and guide writers on flow, sentence and paragraph structure, and organization of ideas overall
- Guide the student to resources to support the dissertation research
- Offer supplemental options on webinars/workshops focused on the dissertation process
- Facilitate two formal workshops on the dissertation process, format, and requirements, one in July and one in January

Qualifications

- An earned research-based doctorate in a field of study that is closely related to one of the programs in the department; or a terminal degree in writing or composition with substantial experience writing research-oriented papers/projects in social science-related disciplines
- Evidence of advanced research competence in the field of education
- Evidence of success in writing research-oriented manuscripts
- Ability to work collaboratively with faculty on a dissertation committee
- Ability to listen and understand the scope of the research to effectively guide the process
- Demonstrated ability to support students in successfully structuring all chapters of the dissertation
- Demonstrated ability to work effectively with students and colleagues from diverse cultural backgrounds
- Demonstrated commitment to inclusion and social justice

Application Procedure

Prepare a complete application package to include the following:

- A signed letter of application that includes statements of the candidate's interest in the position and qualifications for the position
- Current curriculum vita
- Statement of your experiences working with and supporting diverse populations and your commitment to social justice and inclusion
- Names, addresses, phone numbers, and e-mail addresses for at least three professional references

- Transcript copies for all graduate degrees (unofficial transcripts are acceptable for consideration)
- Additional materials may be requested during the review process that document the candidate's success in the areas of academic/dissertation coaching

Forward your complete application package to Dr. Carolyn Anderson, as follows:

Dr. Carolyn Anderson, Interim Chair
Department of Advanced Studies, Leadership and Policy
Banneker Building, Ste 301
Morgan State University
1700 E. Cold Spring Lane
Baltimore, MD 21251
Carolyn.anderson@morgan.edu

Position Availability: **August 2021**

Application Review: Application review begins immediately and may continue until the position is filled.