

Position Announcement

Posted: January 13, 2020

CRIMINAL JUSTICE FACULTY/PROGRAM COORDINATOR

North Central State College is accepting applications for a full-time 9-month **Criminal Justice Faculty/Program Coordinator** member. The position will begin Fall Semester 2020 (August 17, 2020).

Essential duties/responsibilities include but are not limited to the following:

Faculty:

- Maintains minimum of 15 credit/18 contact hours of classroom, clinical and/or laboratory instruction per term and reflects a 40-hour workweek.
- Meets with all classes as scheduled and provides the full component of instruction.
- Provides appropriate assistance and supervision to students in all classrooms and/or labs.
- Delivers instruction based on the learning objectives and course outcomes found in the official College syllabus.
- Develops and maintains appropriate course materials to be distributed to students.
- Maintains current knowledge and skills in the faculty member's discipline and in teaching strategies.
- Holds at least four (4) office hours per week for student consultation and advisement.
- Maintains accurate academic records for all students.
- Maintains accurate attendance records for all students.
- Reports attendance information, midterm deficiencies, and final term grade to the Student Records Office in the manner and by the dates specified.
- Operates within the organizational structure and policies of the College.
- Attends departmental, divisional, and professional development meetings and other College activities as required.
- Attends graduation ceremonies and assists as requested.
- Assists the divisional Dean, Assistant Dean, Program Director and/or Program Coordinator in maintaining an inventory of appropriate educational supplies and equipment.
- Maintains security of College property.
- Serves on College committees.
- Performs community service including serving on and working with community organizations, area agencies, and /or advisory committees.
- Maintains proper housekeeping, safety, and security in classrooms and/or labs.
- Assists in maintaining appropriate educational supplies and equipment classrooms and/or labs.
- Maintains professional relationships with students, peers, and staff to promote competence, education, and training related to program.

Program Coordinator:

- Recommends master scheduling, room utilization, and staffing of classes.
- Schedules, plans, and attends program advisory committee meetings (at least two per year required).
- Recommends to the Assistant Dean, the selection of textbooks and faculty desk copies in cooperation with appropriate course coordinators.
- Recommends to the Assistant Dean, equipment and supplies to be purchased for the program.
- Responsible for overseeing the maintenance of the equipment and facilities of the program.
- Recommends to the Assistant Dean, proposed lab fees in cooperation with course coordinators.
- Provides leadership for student advising in the program.
- Schedules and produces minutes for department meetings.
- Provides input to the Assistant Dean in regards to marketing for the specific programs in which faculty are the subject matter experts.
- Coordinates the program's internal assessments.
- Assists with creating, maintaining, and preparing the annual budget.
- Recommends with identification of course substitutions/waivers or proficiency requests.
- Recommends prerequisite overrides for students or other approvals to facilitate an educational plan or schedule.
- Assists adjunct faculty with classroom issues.
- Maintains communication with adjunct faculty throughout each term.
- Assists adjunct faculty with course content, delivery, and classroom issues.
- Recommends curriculum development and maintenance related to the program.

Qualifications:

- Bachelor's degree in criminology, criminal justice, or a related field in a combination of courses in criminology, police science, corrections, the administration of criminal justice, law, legal studies, or Homeland Security.
- Five years professional employment experience in criminal justice required.

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning February 3, 2020 and until filled.