

# Full-Time Human Services Faculty/Program Coordinator

The position is a Fall/Spring contract (off during the Summer semester) and begins Spring semester of 2025 (starting 1/13/25)

Essential Duties include but are not limited to the following:

Faculty

- Maintains minimum of 15 credit/18 contact hours of classroom, seminar, and practicum instruction per term and reflects a 40-hour workweek.
- Ensure agreements with local agencies are developed and maintained to allow students to earn necessary practicum credits.
- Meets with all classes as scheduled and provides the full component of instruction.
- Provides appropriate assistance and supervision to students in classroom, seminar, and practicum.
- 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 five (5) office hours per week for student consultation and advisement.
- Maintains accurate academic and 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 required.
- Assists the divisional Dean and Assistant Dean 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, clinicals and/or laboratories.
- Assists in maintaining appropriate educational supplies and equipment classrooms, clinicals and/or laboratories.
- Maintains professional relationships with students, peers, and staff to promote competence, education, and training related to program.

Program Coordinator

- Recommends semester 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 the program.
- Coordinates the program’s internal assessments.
- Assists with creating, maintaining, and preparing the annual budget.
- Recommends 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 semester.
- Assists adjunct faculty with course content, delivery, and classroom issues.
- Recommends curriculum development and maintenance related to the program.

**Qualifications:**

- Master’s degree in social work from a CSWE accredited institution.
- Two years professional work experience; licensure and teaching experience preferred.

**Review of Resumes to begin 12/5/24  
and until filled  
(Posted 11/21/24)**

**North Central State College is a great place to work. We offer:**

- Competitive pay*
- Summer semester off*
- 5-week holiday break during Christmas and New Year’s*
- Medical/Dental/Vision Insurance with low deductibles and low co-insurance*
- College Contribution towards retirement: 14% for STRS participants; 11.09% for Alternative Retirement Plan participants*
- College paid life insurance*
- College paid long-term disability insurance*
- 3 Personal days/year*
- 120 hours of sick time/year*
- 12 holidays/year*
- Free tuition at the College for employee, spouse, and dependents*
- Tuition reimbursement for courses taken outside the College for employees*

**Please express your interest in this position by submitting a letter of application and resume:**

[www.ncstatecollege.edu/jobs](http://www.ncstatecollege.edu/jobs)

**or send to:**

**North Central State College  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906**