



North Central State
COLLEGE

Position Announcement

May 29, 2023

HUMAN SERVICES FACULTY/PROGRAM COORDINATOR

North Central State College is accepting applications for a full-time **Human Services Faculty/Program Coordinator**.

Essential duties/responsibilities 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 all 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 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 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 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 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 and two years professional work experience
- Licensure and teaching experience preferred
- Previous post-secondary teaching experience preferred

We offer a competitive wage and benefit package that includes health/dental/vision insurance, state retirement system, tuition remission, and much more.

Please express your interest in this position by submitting a letter of application and resume 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 to be reviewed 6/15/23 and until filled

North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.