



Position Announcement

Posted: 11/19/18

Director/Chair Engineering Technology Program

North Central State College is accepting applications for Director/Chair Engineering Technology Program. The position will be responsible for the curriculum, facilities, etc. of the new Bachelor of Applied Science in Mechanical Engineering program. This program focuses on project-based learning; as such, the Director/Chair shall maintain relationships with internal and external project partners. The Director/Chair will also be a student advisor and interact with local manufacturing to keep curriculum current with regional needs.

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

Program Management and Development

- Responsible for management of the Engineering baccalaureate program.
- Responsible for the administration and academic quality of courses in the program.
- In consultation with the Dean, Assistant Dean and faculty, analyze current educational needs in engineering, including identifying new course topics and program opportunities, objectives, methods of instruction, or need for instructors.
- Review student evaluations and periodically visit courses to evaluate course content and instructor performance.
- Implement changes in course content, methodology, and instruction when and where needed.
- Recruit and evaluate qualified instructors.
- Establish, build, and maintain excellent relations with campus departments and related professional associations.
- Implement and manage a quality assurance program for courses and resolve student or instructor issues as they occur.
- Manage the admissions process, and implement changes in content to ensure academic quality.
- Counsel and advise students.
- In collaboration with other departments, maintain data and statistics of the number of engineering students, applications, and acceptance rates.
- Recruit industry professionals to serve on an advisory committee to generate new programming ideas.
- Develops program annual budget.
 - Responsible for financial management and successful performance for program.
 - Analyze and monitor revenue and expenditures and make adjustments to achieve budgetary goals.
- Collaborate with the Marketing Department to create marketing strategies.
- Oversee ABET accreditation attainment, compliance and alignment of ABET requirements with HLC requirements.
- Develop strategic plan and vision for the baccalaureate engineering program and plan for future programmatic directions.
- Other duties as assigned.

Teaching/Internships

- Instruct as needed based on qualifications
- Collaborate and support internship and job opportunities for students and graduates.
- Ensure that internship, co-op and/or fieldwork experiences are implemented and evaluated for effectiveness according to the program's accreditation standards.
- Responsible for program compliance with internship, co-op and/or fieldwork requirements as outlined within program accreditation standards.
- Other duties as assigned.

Funding Support/Outreach

- Lead, collaborate and support funding opportunities, both grant and donor related, which helps sustain programs, provides innovation and/or upgrades to programs and equipment, or helps reduce cost to the institution or students in College programs.
- Responsible for coordinating and managing outreach activities.
- In collaboration with other departments, design and conduct student information sessions/career nights for interested public.
- Community engagement through collaboration with other professionals and a commitment to meeting the needs of underrepresented and marginalized populations.
- Collaborate appropriately to ensure that projects across curriculum support related pathways to both career center programs, which feed College program(s), and to transfer institutions and companies who receive our students after completion.
- Other duties as assigned.

Lab Design Across the Curriculum

- Work with program faculty and lab manager to ensure projects across curriculum appropriately support learning and program objectives in introducing skills and concepts, reinforcing skills and concepts and showing appropriate levels of mastery for skills and concepts to align Associate and Baccalaureate degree curricula.
- Other duties as assigned

Qualifications

Education: Master's degree in Engineering area required from an ABET accredited college or university; Doctorate degree preferred.

Experience: Previous post-secondary teaching experience preferred; Licensed as a professional engineer (PE) is a plus.

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

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

You may also apply online at: www.ncstatecollege.edu. Click on "Info For" then "Job Seekers".

Resumes will be reviewed beginning 1/2/19 and until filled.