



SHORTER COLLEGE JOB POSTING

Job Title: Program Coordinator Criminal Justice

Department: Academic Affairs

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with Experience and Education

Work Schedule: Full-time

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for coordinating and managing the Criminal Justice major. Serves as full-time faculty; Prepares class schedules for the academic sessions. Recruit, interview, and recommend instructors to the Academic Dean for hiring; Advise students on academic matters, including class loads, class changes, registration, etc.; Evaluate students' academic progress and recommend students for graduation; Coordinate the department's curriculum and program review. Organize and conduct the department's faculty meetings and submit a copy of the minutes to the President, Academic Dean and each faculty member within the department; Serve as the advisor to the Department's Student Club(s). Provide academic reports, including faculty classes & class enrollment and department's student enrollment. Assist in the student recruitment and perform other duties assigned by the President or Dean. This position also entails other responsibilities and other duties assigned.

EDUCATION and/or EXPERIENCE: Must have a minimum of a Master's Degree in Criminal Justice or a Juris Doctorate. A minimum of two (2) years of teaching experience in a post-secondary institution is preferred. At least one year of supervisory experience in an educational setting is preferred.

LANGUAGE SKILLS: Ability to prepare class schedule. Skill in the use of technology and ability to advise students on academic matters.

REASONING ABILITY: Strong interpersonal skills and ability to communicate effectively with students, faculty and staff. Knowledge of curriculum and program review.

CERTIFICATES, LICENSES, REGISTRATIONS: Not Applicable

PHYSICAL DEMANDS: Not Applicable

WORK ENVIRONMENT: Works on a college campus.

REQUIRED TESTING: Alcohol and Drug Test; Background Check

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214