



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Program Coordinator Entrepreneurial Studies Program

Department: Academic Affairs

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with education and experience

Work Schedule: Full-time

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Coordinator is responsible for managing and directing the activities of the Entrepreneurial Studies major. Teach fulltime; Prepares class schedules; 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). Serve on the College committees: Department Heads, Library, Curriculum Review, Faculty and Staff Senate, etc.; Provide academic reports, including faculty classes & class enrollment, department's student enrollment and submit the department's budget; 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 a business or related field; or, a Master's in an unrelated field and at least eighteen (18) graduate credit hours in the teaching area. A doctorate in a related field is preferred. Must have a minimum of three (3) years of teaching experience in a post-secondary institution. Must have at least two (2) years of supervisory experience in an educational setting.

LANGUAGE SKILLS: Ability to prepare class schedules. Ability to advise students on academic matters.

REASONING ABILITY: Good interpersonal relations and communication skills; and ability to organize and conduct department meetings. Knowledge of curriculum and program review. Ability to use technology and various software programs.

CERTIFICATES, LICENSES, REGISTRATIONS: Not Applicable

PHYSICAL DEMANDS: Not Applicable

WORK ENVIRONMENT: While performing the duties of this job, the employee will work on a college campus. Flexible/Adaptable to constant change.

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