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## SHORTER COLLEGE JOB POSTING

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**Company:** Shorter College

**Job Title:** Program Coordinator Early Childhood Development and Managing Director of Alexander Turner Child Development Center

**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:** Coordinates the Early Childhood Development Department; provides oversight of the CDA program that is offered to community childcare workers; and provides oversight of the Alexander Turner Child Development Center. This position will be a full-time faculty member in the area of Early Childhood Development. Prepares class schedules for the Fall, Spring and Summer Sessions. Recruits students for program. Advise students on academic matters, including class loads, class changes, registration, etc. Evaluates students' academic progress and recommend students for graduation; Coordinates the department's curriculum and program review. Organizes and serves as the advisor to the Department's Student Club(s). Serve on the College committees. Assist in the student recruitment process for the program. Establish and coordinate Advisory Board participation with community partners. Perform other duties assigned by the President or Dean. Serves as the manager to the AT Director. Ensures that the childcare center is compliant with all state regulations. This position also entails other responsibilities and duties as assigned.

**EDUCATION and/or EXPERIENCE:** Must have a minimum of a Master's degree in Early Childhood Development. A Doctorate in a related field is preferred. Must have a minimum of three (3) years of teaching experience in a post-secondary institution. At least two (2) years of supervisory experience in an educational setting is preferred.

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

**REASONING ABILITY:** Good interpersonal relations and strong oral and written communication skills The ability to organize and conduct department meetings. Knowledge of curriculum and program review.

**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 in an academic setting.

