



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Department Chair Business & Computer Science

Department: Academic Affairs

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Starting, \$50,000 (12-Month Contract)

Work Schedule: Full-time

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES: Prepare class schedules for the Fall, Spring and Summer Sessions. Recruit, interview, and recommend instructors (faculty) 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). 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 earned master's degree in the appropriate field from an accredited institution with at least eighteen (18) graduate credit hours in the teaching area. Must have teaching experience in a post-secondary institution. Must have at least two (2) years of supervisory experience in an educational setting. The graduate degree plan must be submitted to the Academic Dean's office.

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

REASONING ABILITY: Good interpersonal relations and good communication; and 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 is occasionally exposed to wet and/or humid conditions; outside weather conditions. 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 N Locust Street, North Little Rock AR, 72214