



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Program Coordinator Early Childhood Development

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:

Coordinator of Early Childhood Development Department and provides oversight of CDA program that is offered to community childcare workers. Full-time faculty in the area of Early Childhood Development. 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 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.

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