

## JOB DESCRIPTION

**TITLE:** Program Coordinator – Academic Affairs

**SUPERVISOR:** Dean

**JOB OBJECTIVE:** To serve as point of contact relative to any issue related to academic program

### ESSENTIAL JOB FUNCTIONS:

- A. Acts as chief advocate for the program and presents a positive image of the program and the college to both internal and external customers
- B. Meets regularly with the Dean to communicate all activities within area of responsibility
- C. Serves as leader of self-directed work teams consisting of faculty members in program to accomplish the following:
  1. Recruitment
    - Leads the recruitment efforts for the program and coordinate with the Dean and the enrollment department
    - Assures that promotional literature is current, accurate and available
  2. Advising  
Assures that all faculty members are assisting with student advising and provides current, accurate information
  3. Curriculum and Instruction
    - Coordinates faculty review and selection of textbooks
    - Updates, researches, and orders textbooks
    - Reviews and edits catalog copy
    - Recommends the purchase of library acquisitions
    - Assists the Dean in completing paperwork to submit to the Curriculum Committee, TBR and other committees or agencies
    - Maintains a list of qualified adjunct faculty and substitutes
    - Assists with the recruiting, orientation, mentoring and evaluation of adjunct faculty
    - Makes recommendations to the Dean for curriculum changes, including new programs and/or certificates
    - Conducts curriculum and program evaluations on a continual basis using continuous process improvement techniques
    - Makes recommendations to the Dean regarding the goals, objectives, priorities and strategies used within the program
    - Leads all activities related to accreditation (i.e., ABET, NATEF, etc.)
    - Leads in the development of both a long-range and a short-range strategic plan for the program
  4. Scheduling
    - Identifies all classes to be included in the schedule
    - Provides recommendations to the Dean relative to faculty loads and course schedule
  5. Budget/Equipment
    - Specifies equipment and supplies to be ordered within an established budget and in compliance with state and college regulations
    - Monitors equipment and maintains an inventory of lab supplies
    - Cleans, adjusts, and repairs equipment as needed
    - Maintains a neat, well-organized, and safe laboratory environment
    - Assists the Dean with the budgeting process
  6. Advisory Committee
    - Maintains a membership of approximately 20 advisory committee members
    - Plans advisory committee meetings twice each year
    - Assists the committee chair in developing the meeting agenda
    - Communicates advisory committee recommendations to the Dean for implementation
- D. Performs other work as assigned.

### MINIMUM JOB STANDARDS:

**JOB LOCATION:** The primary job location is the college's main campus. Occasional travel throughout the service area may be required.

**EQUIPMENT:** Use of standard office equipment, including a microcomputer, is required.

**CRITICAL SKILLS/EXPERTISE:**

- Ability to effectively evaluate situations and make decisions
- Ability to establish and maintain effective professional relationships with a diverse group of individuals, both internal and external.

**NON-ESSENTIAL FUNCTIONS:** None

**SALARY:**

**EMPLOYMENT DOCUMENTS:** Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

**APPLY TO:** Human Resources  
Nashville State Technical Community College  
120 White Bridge Road  
Nashville, TN 37209

*Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer*