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