

Faculty Coordinator (Range HA4/JTC H90) – Exempt

GENERAL SUMMARY:

Responsible for developing class schedules. Facilitate the ordering of text books. Work with division dean to assist in recruiting, interviewing and orienting adjunct faculty. Assist the dean in the evaluation of adjunct faculty and/or instructional support staff. May arrange for substitutes or conduct classes or assist in coordination of labs and clinicals.

MINIMUM EDUCATION/SKILLS REQUIRED:

Master's degree or higher or equivalent academic credentialing as defined by the Southern Association of Colleges and Schools Commission on Colleges plus four years' experience in an educational environment including teaching and supervisory experience responsibilities. Transcripts will be required. Ability to communicate effectively with individuals from diverse backgrounds. Must have the ability to provide quality customer service. *** *Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.* ***

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.