



NATIONAL AMERICAN UNIVERSITY

**POSITION AVAILABLE
AUSTIN CAMPUS
13801 North Mo-Pac, Suite 300
Austin, TX 78727**

- Job Title:** Program Coordinator – Information Technology
- Hours:** The basic work week shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose.
- Education:** Master's degree required in academic area, doctorate preferred.
- Experience:** Three years supervisory experience preferred.
- Skills Expectations:** Management and leadership skills; organizational and research skills; strong interpersonal and communication skills; scheduling and budgeting skills.
- Basic Function/Purpose of the Position:** A program chairperson is a member of the campus administrative staff, who, along with the academic dean, coordinates matters relating to class scheduling, instructor qualifications, recommendations for hiring and/or termination, capital equipment purchases, instructional equipment and software purchases, textbook selection, program assessment, and program revisions.
- Duties/Responsibilities:**
- Hire, train and evaluate full-time and adjunct faculty in coordination with the dean of academic affairs to include handling program faculty absences and emergency leaves and supervising program faculty office hour schedules.
 - Fiscal responsibility for developing and monitoring program budget. Make recommendations regarding equipment and software purchases and equipment maintenance contracts.
 - Serve on Curriculum Council Committee and ad hoc committees, attend and participate in faculty meetings. Develop and work with program advisory committees. Attend and participate in program coordinator meetings.
 - Participate in accreditation reviews and reports, coordinate program accreditation activities and self-study. Develop programs and revise curricular offerings.
 - Assist in publicizing and dissemination of information about the program; work with admissions in recruiting students.
 - Coordinate program development with branch campuses; coordinate program review with vice president of academics; coordinate program agreements with outside entities.
 - Serve as the primary advisor for the department, assisting students with course scheduling and providing guidance in their academic and personal development.
 - Approve and assign requests for internships, externships, cooperative education and requests for course substitutions.
 - Review and submit to academic dean requests for approval of independent studies.
 - Submit changes in master syllabi to Curriculum Council. Recommend textbooks and related instructional materials for his/her program to the Curriculum Council.
 - Order faculty copies of textbooks as needed for program faculty; assure that all faculty have access to the most current textbooks and ancillary material.
 - Schedule courses and teachers, ensuring appropriate faculty loads; coordinate classroom utilization with academic schedules.
 - Responsible for teaching minimum of four credit hours each quarter.
 - Other duties as assigned by academic dean
- Reports To:** Academic Dean, System Program Chair

If you are interested in this position, please send a letter of interest, [application](#) and resume to JP Foley at the address above.