To apply, submit an employment application (click here for application), resume, and letter of interest to: College of Business and Technology Dean
5301 S Highway 16
Rapid City, SD 57701

PROGRAM CHAIR/COORDINATOR – INFORMATION TECHNOLOGY
Position Description

Summary
The Program Chair/Coordinator – IT is responsible for continuously scanning professional field and program standards and improving curricula, its delivery, teaching and learning, educational effectiveness, and student success based on these findings in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Program Chair/Coordinator – IT must satisfy the following minimum qualifications:
1. Master’s degree in the field and in the teaching area; earned doctorate preferred; and
2. Five or more years of professional experience in work related directly to assigned teaching and curriculum development responsibilities, at least three years of documented successful teaching experience in the area of assigned teaching responsibilities, involvement in research and/or programs to improve pedagogical/andragogical skills, and appropriate certifications; track record of strong ties with business and industry and related professional organizations.
3. 

Skills and Attributes
The Program Chair/Coordinator – IT must possess the following skills and attributes: management and leadership skills; strong interpersonal and communication skills; organizational, scheduling and budgeting skills; post-secondary teaching and/or recruiting experience; overall knowledge of program and course subjects included in the NAU curriculum; strong student-centered attitude and dedication to learner achievement; curriculum development, instructional design; strong ability to mentor and train other instructional staff; ability to work in a cross-functional team; an ongoing interest in and involvement with relevant local, regional, and national professional organizations.

Essential Functions
The Program Chair/Coordinator – IT performs the following essential functions:
1. Maintains responsibility for the overall quality of educational programs with primary responsibility for developing or coordinating the development and revision of credit and non-credit courses and programs using the University’s performance-based learning method.
2. Maintains responsibility for teaching a minimum of 4.5 credit hours each quarter or developing an additional course using the University’s performance based learning method.
3. Serves on appropriate University committees as assigned.
4. Conducts faculty evaluations and participates in faculty meetings related to assessment, program evaluation, and persistence and completion.
5. Maintains links with business and industry to foster high-quality programs, internships, enrollment, and curricular relevance and currency.
6. Coordinates program and other accreditation activities and self-study.
7. Coordinates evaluation and improvement systems, including program review, assessment of student learning; and student persistence, completion, and placement processes.
8. Develops and works with program and regional advisory committees.
9. Recommends and promotes curricula and activities that ensure student career awareness, development, and management.
10. Coordinates program development and program operational effectiveness reviews with campuses.
11. Assures that all credit and non-credit curricula are current and meet industry expectations.
12. Coordinates program agreements with outside entities.
13. Attends and participates in program chair and coordinator meetings.
14. Assists in publicizing and disseminating information about the program.
15. Facilitates processes that ensure effective job placement for students.
16. Submits changes to program sheets or master syllabi to appropriate University committees.
17. Recommends textbooks and related instructional materials for programs to the appropriate committees.
18. Recommends data and evaluation methods for measuring student attainment of learning outcomes and competencies, student persistence and completion, and student placement.
19. Coordinates faculty evaluation, development, and recognition activities.
20. Partners with campus operations to ensure educational effectiveness across the system and at individual locations.
21. Makes recommendations regarding subscriptions, books and references, travel and software purchases.
22. Assists in recruitment, hiring, substitution, and assignment of faculty and program staff.
23. Leads or assists in other special projects and performs other duties as assigned.
24. Performs other duties as assigned.

**Required Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**
1. The Chair/Coordinator – IT reports to the Dean.
2. This position has no supervisory responsibilities.

**Physical Requirements**
The Program Chair/Coordinator – IT must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.

**Classification**
1. FLSA: Exempt
2. IPEDS: Management

*Note:* This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Program Chair/Coordinator – IT.