

Please Note: If you are applying for more than one position, please submit a separate, complete application



Posting Date: October 2, 2020

## INTENT TO EMPLOY

**Position:** Program Coordinator Criminal Justice/Law Enforcement

**Minimum Qualifications:**

1. Master's degree with a minimum of 18 graduate hours in Criminal Justice, Law Enforcement or related field from a regionally accredited institution **required**.
2. A minimum of two (2) years of full-time related teaching working experience in Criminal Justice (police/law enforcement, courts, corrections) or related field **preferred**.
3. Experience working in the criminal justice system (police, courts, correction) **preferred**.

**Primary Purpose:** Responsible for coordinating and supervising the functions of the Criminal Justice/Law Enforcement program to include teaching, program planning and preparation, developing and modifying curriculum as needed, and for otherwise contributing to the fulfillment of the College's mission. The employee will:

1. Be responsible for the leadership and operation of the Criminal Justice/Law Enforcement program within the guidelines set by the College and any other agencies and regulating boards, and others as appropriate.
2. Be responsible for the administration, organization, and supervision of all phases of the Criminal Justice/Law Enforcement program and assure that they are appropriate.
3. Provide instruction in the appropriate teaching environment(s) and evaluate student learning.
4. Recommend members for appointment to the Program Advisory Committee and coordinate the activities of the Committee with appropriate.
5. Supervise and evaluate part-time and full-time faculty/staff in the program, as applicable.
6. Prepare class and laboratory presentation as needed.
7. Identify and select appropriate adjunct/part-time faculty; and provide appropriate orientation of program faculty/staff as needed.
8. Participate in curriculum development/program development and evaluation and make appropriate recommendations for new or revised curriculum.
9. Participate in obtaining and maintaining relationships with appropriate external groups and organizations to the benefit of the program, its students, and the College.
10. Maintain as appropriate and /or monitor classroom settings to ensure a safe and effective learning environment for students.
11. Maintain appropriate documents, records and files in accordance with State Board and College policies and procedures, any agencies, and regulating boards as necessary.
12. Perform program, division, and institutional responsibilities that contribute to the fulfillment of the College's mission.
13. Work cooperatively with appropriates to maintain contractual agreements and working relationships between the College and agencies utilized for educational experiences.
14. Evaluate the program at regular intervals, including completing annual program reviews, follow-up studies of graduates, and other reports to document program status.
15. Develop advising material and provide academic advising to students.
16. Responsible for program class schedule.
17. Follow institutional policies and procedures and fulfill the terms of one's employment.
18. Develop and implement policies regarding admission, progression and graduation of students in the program with approval from appropriates and in accordance with College policies.
19. Fulfill other duties and responsibilities as assigned by appropriates.
20. Serve on College Committees as assigned.

**Salary:** \$60,000.00 to \$65,000.00 based on ACCS Board of Trustees Salary Schedule C-3, education and experience.

**Application Deadline:** 4:30 p.m., **October 16, 2020**

**Application Procedure:** A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date, and from an accredited Institution**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

**"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

**Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7899 or 856-8598  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.**

**EQUAL OPPORTUNITY EMPLOYER**