

JOB DESCRIPTION

JOB TITLE: Director of Academic Agriculture Programs

REPORTS TO: Vice President for Academic Affairs

CLASSIFICATION: Staff

STATUS: Full time, exempt

LENGTH OF EMPLOYMENT: 12-month continuing position.

JOB OVERVIEW: The Director provides leadership in developing and implementing policies, procedures, and assessment plans for educational programs in their Division. The Director plans the strategies for annual implementation; relates directly to the field in terms of recruitment and needs assessment; promotes integration of programs to the College and external community through services, committees, and activities; promotes non-credit offerings; maintains accreditation relationships; and serves on Academic Council as well as other campus committees. Specific responsibilities include, but are not limited to, the following:

DUTIES AND RESPONSIBILITIES:

- Schedule and chair Division of Agriculture meetings on a regular basis to promote continuity between courses, communication among faculty, and to ensure program's growth and development
- Prepare and administer budget for the academic agriculture programs
- Ensure continued program quality and productivity through scheduled annual advisory committees
- Direct activities to maintain accreditation as needed for the Higher Learning Commission and any other related accrediting bodies
- Provide leadership for assigned division
- Promote and market the divisional programs to the community and work to protect the integrity and viability of any related classrooms, facilities, and sites for instruction
- Foster an atmosphere of inclusiveness and support for diverse faculty and students
- Maintain close scrutiny on the regional marketplace and investigate need for new programs or revised programs to satisfy market demands
- Review any applicable admission/application requirements for division's programs and ensure process is faculty driven
- Work through the college's processes and procedures to assure regular completion of program/curriculum review
- Serve as primary point of contact for programs for external entities, such as area technology centers, business partners, etc.
- Represent Connors State College and/or the assigned division at campus functions (dinners, meetings, Senior Day, etc.) and at various events in the service area to promote programs and careers
- Provide academic and career advising to students majoring in one of the division's programs, coordinate enrollment and advisement of students by faculty, and enroll and advise students during times when faculty are not available
- Assist students in transition to other higher education institutions

- Provide students with information and referrals to services, including tutoring, testing, career counseling, financial aid, disability services, etc.
- Serve on committees as assigned
- Collect all syllabi and Office Hours for the division, recommending revision in accordance with campus syllabi standards whenever necessary, and submit a final copy to the Vice President for Academic Affairs office
- Monitor faculty office hours and advisee loads
- Develop and maintain mentoring program for new faculty members
- Coordinate the development of curricular revisions to meet the changing needs of the college and community
- Conduct annual evaluation of each instructor within the assigned division per policy
- Arbitrate any disputes between instructors or between instructors and students
- Coordinate divisional/program initiatives for improvement, such as distance learning, workforce development, grant activity in the division, or other efforts
- Work with the VPAA to select, train, and evaluate appropriate adjunct instructors as needed
- Coordinate recruitment strategies and efforts within the division, including recruitment and retention of students, faculty, and staff
- Coordinate the development and implementation of assessment activities for the campus/division/program(s) and prepare assessment reports, program documentation, and divisional reports
- Develop effective divisional semester class schedules
- Help to promote a collegial and effective work environment
- Develop and monitor appropriate faculty assignments
- Monitor departmental and program budgets and recommend appropriate expenditures to the VPAA
- Assist with planning and supervising of resource development activities for the division
- Work with the VPAA and faculty to develop short-term, intermediate, and long-range planning for the division and provide reports on goals and accomplishments
- Maintain administrative office hours on campus
- Accept other related administrative responsibilities as assigned

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and understanding of current issues in higher education, specifically the community college
- Knowledge of academic and career assessment instruments
- Knowledge of careers and occupations relevant to program offerings
- Commitment to the values of enhancing diversity
- Strong interpersonal communication skills
- Ability to utilize technology to enhance productivity
- Demonstrated willingness and ability to act ethically and socially responsible
- Awareness of roles of associate degree programs in agriculture is necessary.
- Familiarity with guidelines for accreditation by the Higher Learning Commission and other related accrediting bodies is desirable.

EDUCATION/EXPERIENCE REQUIRED:



- Master's degree in agriculture or related field required
- Minimum of two (2) years' teaching experience as a full-time faculty member in a college or university setting required
- Proven ability to lead people and to manage resources in a large academic agriculture program is needed
- Must have ability to work as a liaison to the agricultural community and foster strategic relationships that will advance the core mission of the College and the Department
- Working knowledge of marketing and recruiting diverse faculty is a must
- Well versed in alternative and traditional teaching and learning methods is necessary
- Ability to design program offerings to maximize consumer needs
- Experience with the administration of scholarship programs
- Experience with advisement, guidance counseling at a two-year college
- Experience with student recruitment

SPECIAL REQUIREMENTS:

- Job will require some travel in the service area
- Ability to work a flexible schedule, including some evenings and occasional weekends

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ **DATE:** _____