

Title: Faculty/Recruiter (Charleston Location)

Department: Academic

Job Open Date: December 9, 2011

Job End Date: Until position is filled

Salary Range: \$25,000

Hours: 40

Position Type: Full Time (Grant Funded)

Position Schedule: 8:00a – 5:00p (Some extended hours and/or weekends may be required)

Months: 12

ESSENTIAL FUNCTIONS

- Reports to Director of VC-CENTS
- Market Division programs, Recruit adult learners the respective site.
- Prepare a weekly site recruitment report for the Program's Director.
- Coordinates recruitment communications using current students in phone and email campaigns
- Attend various education fairs including corporate education fairs in their respective areas to market the program and recruit students.
- Keep close communication with Program's Director, either via e-mail, web conferencing and personal visits to the main campus for mandatory monthly meetings.
- Provide prompt and courteous customer service to students and visitors.
- Develop and maintain close partnership with local technical colleges.
- Teach at least two (2) courses each semester (Criminal Justice/Organizational Management majors).
- Meet each class as scheduled at the designated time and place and for the designated length of time.
- At the beginning of each course, provide each student with a syllabus.
- Submit rosters and grades to the Registrar's Office by the assigned deadlines.
- Maintain a record of grades and attendance for each class and forward such record to the appropriate academic division office upon completion of contractual teaching obligations.
- Participate in ongoing college faculty evaluation activities, including student evaluation of course/instructor, in-class observation by administrator or senior faculty member, and written self-evaluation. Other duties as assigned by the Director of VC-CENTS.

EDUCATION

Master's Degree with a minimum of 18 graduate semester hours in the teaching discipline. Candidates should show a demonstrated commitment to excellence in college teaching and a capability for quality-applied research. Areas of discipline for Organizational Management major include marketing, finance, accounting, technical writing, research, ethics, human resource management, and communication. Areas of discipline for Criminal Justice major include criminal law, deviant behavior, college writing, court services, police systems and probation and parole systems.

MINIMUM QUALIFICATION

Three years of supervisory/managerial experiences, preferably in higher education. Experience in teaching/ advising non-traditional students. Some previous sales or marketing experience is helpful.