

SALT LAKE COMMUNITY COLLEGE DEPARTMENT COORDINATOR JOB DESCRIPTION

The Department Coordinator is a full-time faculty member who serves as a liaison between the Associate Dean/Program Director and the Department and who assists and collaborates with the Associate Dean/Program Director in the following functions:

1. Preparing preliminary class schedules; book, tool, and supply lists; and classroom and facility needs.
2. Coordinating assignment of full-time adjunct faculty teaching schedule.
3. Monitoring department inventory, supplies, and capital equipment.
4. Scheduling and coordinating work study students, laboratory coordinators, readers, graders, and aides where applicable.
5. Facilitating effective communication and collaboration via monthly department meetings with Associate Dean/Program Director and other means of communication.
6. Meeting regularly with Associate Dean/Program Director.
7. Developing, monitoring, evaluating and revising curriculum.
8. Sharing with the Associate Dean/Program Director recommendations for departmental budget expenditures and purchase requests.
9. Working with Associate Dean/Program Director to identify and recommend adjunct faculty for appointment by the Associate Dean/Program Director.
10. Participating in new faculty orientation processes.
11. Recommending concurrent enrollment courses and SLCC liaisons.
12. Monitoring and completing departmental projects and assignments.
13. Working with accreditation bodies including on-site visits.

JOB QUALIFICATIONS:

1. Successful teaching experience.
2. Knowledge of the instructional program.
3. Innovative and flexible working style.
4. Effective team member and supporter of College, School and Division policies, procedures and goals.
5. Willingness and availability to attend meetings as necessary.

TERM OF APPOINTMENT:

The coordinator will be appointed at the beginning of the fiscal year or as needed by the Dean on the recommendation of the Associate Dean. The appointment may be for two years but will be reviewed annually.

COMPENSATION:

The Department Coordinator will receive compensation based on a load formula.