BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Academic Department Director/Coordinator

DEPARTMENT: Academic Affairs

FUNCTION: The Academic Program Director/Coordinator is responsible for advancing the College’s goal of academic excellence and student success through the oversight of daily operations and academic issues within the academic program.

REPORTS TO: Divisional Dean

SUPERVISES: Adjunct faculty, lecturers, and support staff

MAJOR RESPONSIBILITIES:

1. Develop, plan and implement program objectives that directly support the college’s mission and goals
2. Work with the Academic Department Chair to develop and assign class schedules that best serve students’ and faculty members’ needs
3. Work closely with faculty on assessment efforts at the classroom, program and department level, including program review and student evaluations
4. Guide faculty in curriculum development based on student and community needs, including the analysis of hiring trends and costs, for new and established programs
5. Assist in the recruitment, hiring and orientation of full-time faculty, adjunct faculty and staff
6. Coordinate the utilization of special program facilities and equipment within overall scheduling parameters
7. Work with Academic Department Chair to assist students with the resolution of problems and complaints involving courses, curricula, other academic issues, and departmental faculty in accordance with proper college procedure.
8. Coordinate program communications with students, administrators and the community
9. Coordinate the evaluation of part-time faculty and lecturers as necessary and appropriate
10. Prepare all accreditation documents and communications with accreditation agencies (e.g. self-study, site visit, annual report), if applicable
11. Oversee clinical/cooperative education experiences, if applicable.
12. Coordinate the program admissions process, if applicable.
13. Coordinate the program advisory committee and chair the advisory committee meetings, if applicable
14. Perform other duties as assigned, as required by accreditation or the needs of the program, if applicable.

MINIMUM QUALIFICATIONS: Must be tenured or tenure-track faculty of professorial rank within the department.
**Knowledge, Skills and Abilities:** Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** As per the BCC Teaching Credentials Manual

**Experience:** Leadership in a community college setting

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: __________
Name/Title

Approved by: _____________________ Date: __________
Name/Title

Reviewed by: _____________________ Date: __________
Human Resources

Board Approval: _____________________ Date: __________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**