NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA  

JOB DESCRIPTION

TITLE: Coordinator for Computer Science Programs

DIVISION: Arts & Sciences/Business & Health

SUPERVISOR: Dean of Arts & Sciences/Business & Health

BASIC FUNCTION: Full time, nine-month contract (195 days). This position will coordinate the computer science program and computer and network security program. This position will include responsibility for teaching, curriculum, and program development. Additional shared responsibilities will include program budgets, effective utilization of advisory committees, equipment utilization and updates, and other responsibilities as appropriate to the computer science programs at the College.

QUALIFICATIONS: Required – Bachelor’s degree in computer science or a related field. Basic computer skills.

Preferred – Master’s degree in computer science or a related field. Bilingual in English and Spanish languages.

Copies of all academic transcripts are required. Unofficial copies are acceptable at the time of application. Upon receipt of a conditional offer of employment, a complete set of original transcripts will be required.

DESIRED QUALITIES AND CHARACTERISTICS:

1. Broad base knowledge in the computer discipline with particular emphasis in security and networking.
2. Demonstrates strong oral and written communication skills.
3. Ability to work effectively in the computer sciences classroom and laboratory setting with both traditional and nontraditional students.
4. Ability to work with a wide variety of people and all divisions of the college.
5. Ability to work in a team environment.

DUTIES/RESPONSIBILITIES:

1. Coordinate curriculum for the computer science and computer and network security programs.
2. Coordinate equipment for the computer science and computer and network security programs.
3. Coordinate faculty for the computer science and computer and network security programs.
4. Recruit faculty for the computer science and computer and network security programs.
5. Maintain computer science labs and equipment.
6. Develop a working relationship with administration, faculty, staff, and students as well as other transfer institutions.
7. Interface with business and industry to keep current in computer science technology and skills.
DUTIES/RESPONSIBILITIES (continued):

8. Assist in promotion and recruitment of the program(s).
9. Attend all division faculty meetings and serve on college committees as appropriate.
10. Schedule and meet with program advisory committee a minimum of once per year.
11. Recommend library books and films.
12. Assist in the budgeting process by identifying instructional materials and equipment.
13. Counsel, advise, and/or refer students as appropriate.
14. Submit requisitions for needed supplies to immediate supervisor.
15. Serve as a resource person for students and graduates regarding job opportunities.
16. Enforce all Northwest Iowa Community College student policies.
17. Participate in professional development activities.
18. Provide students written course expectations, including course objectives, attendance policy, methods of evaluation, and grading practices.
19. Conduct effective instruction in all assigned areas, using approved course outlines.
20. Develop and maintain current course syllabi/outlines for assigned courses.
21. Notify the Division Dean, Vice President of Student & Academic Services, designee, or individual in charge as early as possible of inability to meet a class.
22. Measure and evaluate student progress and maintain accurate grade computations. Submit grade reports to Student Services according to designated timelines.
23. Other duties as assigned.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.
GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:

PHYSICAL ACTIVITY

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>N</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>O</td>
<td>Occasional (10-33%)</td>
</tr>
<tr>
<td>S</td>
<td>Seldom (1-9%)</td>
</tr>
<tr>
<td>C</td>
<td>Constant (67-100%)</td>
</tr>
<tr>
<td>F</td>
<td>Frequent (34-66%)</td>
</tr>
</tbody>
</table>

- **O** Stooping: Bending body downward and forward by bending spine at the waist.
- **O** Kneeling: Bending legs at knee to come to a rest on knee and hands.
- **S** Crouching: Bending body downward and forward by bending leg and spine.
- **N** Crawling: Moving about on hands and knees or hands and feet.
- **O** Reaching: Extending hand(s) and arm(s) in any direction.
- **F** Standing: Particularly for sustained periods of time.
- **F** Sitting: Particularly for sustained periods of time.
- **O** Walking: Moving about on foot to accomplish task, particularly for longer distances.
- **S** Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- **S** Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- **O** Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
- **F** Grasping: Applying pressure to an object with the fingers and palm.
- **F** Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
- **F** Hearing: Perceiving the nature of sounds.
- **O** Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc.
- **N** Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- **F** Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- **C** Visual Acuity: View computer and/or close visual work less than 18” of distance.
- **O** Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Both own transportation is needed or NCC provides transportation.)

ENVIRONMENTAL CONDITIONS

None. Worker is not substantially exposed to adverse environmental conditions such as in typical office or administrative work.

2-9-16
WAGE/SALARY RANGE: $37,000 to $42,000 annual nine-month (195 day) salary

APPLICATION CLOSING DATE: Applications accepted until the position is filled.

ANTICIPATED EMPLOYMENT DATE: August 8, 2016

APPLICATION PROCESS: If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. Do not state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. When indicated, copies of all academic transcripts must be included.

You may complete the job application online at www.nwicc.edu by clicking on Alumni & Community and then NCC Job Postings.

SELECTION PROCESS: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant’s expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

FOR INFORMATION CONTACT: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: sandy@nwicc.edu.

It is the policy of Northwest Iowa Community College not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, veteran status, physical or mental disability, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.6, 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.) and all other applicable federal and state laws, regulations and orders. Northwest Iowa Community College will not tolerate violations of state and federal nondiscrimination laws. All inquiries or grievances regarding discrimination based on the above listed traits or characteristics may be directed to the Equity Coordinators, Sandy Bruns (Director of Human Resources) or Beth Frankenstein (Director Secondary Programs and Student Development), Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, telephone 712-324-5061.