

## POSITION ANNOUNCEMENT

### Faculty – Agricultural Studies

Applications are being accepted for a full-time Faculty – Agricultural Studies. This position will provide leadership in the development and administration of degree programs. Responsibilities include evaluation of curriculum in existing courses, new courses, and related programs. This position will seek to engage community stakeholders by serving as the liaison to local K-12 schools and four-year institutions and participating in local, state, or national agricultural organizations and activities.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

- Bachelor's degree in Agriculture, Agri-Business, or a related field from an accredited institution of higher education; Master's degree preferred.
- Minimum of 5 years' experience in the field.
- Teaching experience preferred.

##### Necessary Knowledge, Skills, and Abilities:

- Must be familiar with aspects of community college academics, programs, faculty and employee development, and accreditation.
- Demonstrated leadership skills working with students, employees, and the public.
- Have instruction in educational theory and techniques, for example college courses, seminars, or in-service sessions on topics such as learning theory, curriculum design, test construction, teaching methodology, or assessment techniques.
- Strong communication (written and verbal), motivational, interpersonal, and team building skills required.
- Must demonstrate good judgment, tact, and have the ability to foster cooperation and collaboration and have the ability to be creative and innovative in administering program and services.

A complete job description is attached.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format, to [careers@northweststate.edu](mailto:careers@northweststate.edu) using subject line "Faculty – Ag Studies."

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*For a complete listing of current Employment Opportunities, visit [www.northweststate.edu](http://www.northweststate.edu) and click on "Community" then "Employment Opportunities."*

Office of Human Resources  
Northwest State Community College  
22600 State Route 34  
Archbold, OH 43502  
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services. In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.



**POSITION TITLE:** Faculty – Agricultural Studies  
**DEPARTMENT:** Business & Public Service  
**SUPERVISOR:** Dean –Business & Public Services  
**GRADE LEVEL:** Faculty, Professional Unit

### **GENERAL PURPOSE**

The Agricultural Studies Faculty will be responsible for classroom instruction. They will provide leadership in the development, assessment, and evaluation of curriculum in existing courses, new courses, and related programs. They will actively participate in student advising, department meetings, and college committees. This position will seek to engage community stakeholders by serving as the liaison to local K-12 schools and four-year institutions and participating in local, state, or national agricultural organizations and activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Facilitate classroom and clinical instruction:
  - a. Prepare, present, and evaluate course materials related to the instructional strategies which are based on the course and clinical learning objectives.
  - b. Provide adequate feedback/explanation of graded coursework and other student information in an accurate and timely manner.
  - c. Ensure a positive and favorable learning environment in the classroom, labs, and campus while maintaining and following proper safety protocols.
  - d. Responsible for classroom and lab equipment, maintenance, and supplies.
2. Lead the development, assessment, and evaluation of curriculum:
  - a. Complete assessment and evaluation of existing courses and program curriculum; revises course materials and activities as needed for improvement.
  - b. Develop new courses and programs including assessment, evaluation, course syllabi, and select appropriate texts and ancillary materials.
  - c. Attend statewide articulation and transfer meetings and/or remain abreast of transfer and articulation policy; maker curricular recommendations and changes based on statewide transfer and articulation policies.
  - d. Provide leadership to adjunct faculty, laboratory coordinator(s), and student workers.
3. Participate in student recruitment and retention:
  - a. Arranges and maintains suitable office hours for student advising and academic assistance.
  - b. Provide academic advising and counseling to students assisting with course selection and academic requirements.
4. Facilitate collaborative partnerships with outside agencies including:
  - a. Colleges and universities
  - b. High schools
  - c. Career Centers/Tech Prep/dual enrollment

- d. Professional associations, involvement is encouraged.
5. Attend and participate in departmental, faculty meetings, and college committees and other scheduled meetings/activities at which attendance is expected.
6. Completes assigned tasks in a timely manner and follows established college policies and procedures.
7. Engage in professional development activities to maintain and enhance course content and instructional skills.
8. Other similar duties as assigned.

## **QUALIFICATIONS**

### *Education and Experience:*

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- Teaching experience preferred.

### *Necessary Knowledge, Skills, and Abilities:*

- Must be familiar with aspects of community college academics, programs, faculty and employee development, and accreditation.
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- Must demonstrate good judgment, tact, and have the ability to foster cooperation and collaboration and have the ability to be creative and innovative in administering program and services.

## **SUPERVISION EXERCISED**

Aid in the support of adjunct faculty, lab coordinator(s), and student workers

## **RESPONSIBILITY FOR PUBLIC CONTACT**

Personal contact with representatives from other colleges and universities, students, industry partners, as well as the general public.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is performed primarily in an office setting. The noise level in the work environment is low to moderate.