



POSITION ANNOUNCEMENT

Faculty – Human Services

Applications are being accepted for the Human Services Faculty position. This position will be responsible for classroom instruction and 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, college committees, and facilitate advisory committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree in Social Work.
- Hold State of Ohio social work license.
- Teaching experience preferred.
- Minimum of 5 years' experience in the field.

Necessary Knowledge, Skills, and Abilities:

- Knowledge in educational theory or techniques.
- Knowledge of statewide transfer and articulation policies.
- Ability to lead development of new courses.
- Ability to assess and plan courses.

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 using subject line "Faculty – Human Services."

For a complete listing of current Employment Opportunities, visit 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.

Posted: 4/10/2019



POSITION TITLE: Faculty – Human Services
DEPARTMENT: Allied Health, Business, & Public Services
SUPERVISOR: Dean – Allied Health, Business & Public Services
GRADE LEVEL: Faculty, Professional Unit

GENERAL PURPOSE

The Human Services Faculty will be responsible for classroom instruction and 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, college committees, and facilitate advisory committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Facilitate classroom instruction:
 - a. Prepare, present, and evaluate course materials related to the instructional strategies which are based on the course 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 and on campus.
 - d. Uses various teaching strategies and learning activities designed to promote the learning process.
 - e. Responsible for ensuring the maintenance of classroom equipment, as well as supplies necessary for instruction.
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 including the assessment, evaluation, course syllabi, selecting appropriate text and ancillary materials.
 - c. Attend statewide articulation and transfer meetings and/or remains abreast of transfer and articulation policy; make curricular recommendations and changes based on statewide transfer and articulation policies.
 - d. Make periodic visits to related agency sites to maintain technology awareness; organize and facilitate advisory committee meetings.
 - e. Provide leadership to adjunct faculty and student workers.
3. Participate in student advisement:
 - a. Arrange and maintain suitable office hours for student advising and academic assistance.
 - b. Provide academic advising and counseling to students assisting with course selection, academic requirements and degree plans to completion.
4. Facilitate cooperative relationships with outside agencies, including:
 - a. Colleges and universities
 - b. High schools
 - c. Career Centers/Tech Prep/dual enrollments
 - d. Community and Professional associations

5. Attend and participate in department, faculty meetings, college committees and other scheduled meetings/activities at which attendance is expected.
6. Complete 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:

- Master's Degree in Social Work.
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- Teaching experience preferred.
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Necessary Knowledge, Skills, and Abilities:

- Knowledge in educational theory or techniques.
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- Ability to lead development of new courses.
- Ability to assess and plan courses.

SUPERVISION EXERCISED

Aid in the support of adjunct faculty and student workers.

RESPONSIBILITY FOR PUBLIC CONTACT

This position will interact with students, parents, high school employees, NSCC and other college personnel, equipment vendors, employers, transfer institutions, and the general public. Participation in one or more professional organizations is encouraged.

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.