



CRIMINAL JUSTICE PROGRAM DIRECTOR
FULL-TIME
Bargaining Unit Position

Eastern Gateway Community College invites applications for a full-time faculty/program director position for its Criminal Justice program. **This position will be located at either the Steubenville or Youngstown campus in Ohio**, as determined by the location of the successful candidate.

Eastern Gateway Community College offers a generous benefit package including medical, short term and long term disability and life insurance, as well as optional dental and optical insurances and earned vacation and sick leave. The salary for this position is commensurate with the EGCCEA Collective Bargaining Agreement for a 10-month contract, commensurate with experience and qualifications. Base salary does not include compensation for teaching beyond a full-time schedule or for summer sessions. Additional compensation will be provided for such duties.

Essential Responsibilities of this position:

- Responsible for all administrative, personnel and department operations; provides management, administration, organizational leadership, and team building; plans, assigns, supervises, trains and evaluates the work of professional, technical, and administrative support staff; assigns duties and plans work of others.
- Provides vision and leadership in coordinating program activities within the department.
- Directs strategizing, planning, organizing, reviewing, designing, and evaluating of the overall operations and development of the program's administration and curriculum.
- Assist Deans in the review and evaluation of program faculty on an annual basis.
- Assist Deans with the development of teaching schedules and staffing of classes for the program
- Instruct students in assigned face-to-face and on-line courses in accordance with the course syllabus and college policy
- Plan and organize lectures, utilize research and reference materials
- Develop syllabi and other learning aids

- Make continuous efforts to improve the quality of instruction by reviewing and utilizing appropriate methodologies, techniques, technologies, and delivery methods
- Submit required reports and forms
- Participate in college committees, working groups, etc. as necessary.
- Maintain professional relationships with students, colleagues and the community
- Other job duties as assigned.

Education and Experience:

- Required: Bachelor’s degree in Criminal Justice from an accredited college/university recognized by the US Department of Education or CHEA and 2-3 years teaching experience and/or work experience.
- Required: 3 years of practical work experience in the criminal justice field, i.e. law enforcement, corrections, community corrections, court services, human services, etc.;
- Preferred: Master’s degree in Criminal Justice from an accredited college/university recognized by the US Department of Education or CHEA and 5 years of practical work experience in the criminal justice field, i.e. law enforcement, corrections, community corrections, court services, human services, etc.;
- Preferred: Experience in online/distance education

To apply, please forward a letter of interest, your resume and the names and contact information for at least five professional references, to:

careers@egcc.edu

Internal applicants should include an employee ID in their letter of intent.

Applications will be accepted until this position is filled.

EEO/AA/VET/DISABILITY

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.