

Human Services Technology Program Coordinator

Division	Instructional Services	Department	Health Sciences		
Classification	Curriculum Faculty	Revised	June 2003		
Supervisor	Dean/Director	Position #		Job Class	

Statement of Primary Purpose

In addition to responsibilities as an instructor, be responsible to the appropriate Dean for coordination and development of the curriculum area.

Classification

Curriculum faculty, full-time, exempt.

Essential Functions and Responsibilities

Human Services Technology Program Coordinator

1. Make sure programs and courses are up-to-date, abreast of technology, and in compliance with state and national accreditation standards.
2. Initiate curriculum updates and revisions.
3. Assist in course offerings and schedules.
4. Assist in budget formation/control/expenditures for:
 - a. Travel (local &/or overnight)
 - b. Supplies
 - c. Equipment
 - d. Learning Resource Center (LRC) holdings
5. Inventory equipment and supplies.
6. Maintain advisory committee to include:
 - a. Recommend membership
 - b. Hold annual meetings
 - c. Maintain records
7. Assist in recruiting and training qualified instructors.
8. Complete or assist with program reports, including but not limited to, annual program review, outcomes assessment, and advanced planning document.
9. Establish/maintain accreditation standards to include (if appropriate):
 - a. Self-study
 - b. Site visits
 - c. Annual reports

Additional Duties and Responsibilities

Cooperative Education Instruction-- serve as liaison between the Southwestern Community College and the co-op education sites and be responsible for the establishment of sites and faculty standards under the direction of the program director. Plan, coordinate, facilitate, administer and monitor activities on behalf of the academic program and in coordination with academic and co-op facility.

Minimum Qualifications

Education	Master's Degree in Social Work, Counseling or Human Services
Knowledge and Skills	
Physical Demands	

Human Services Technology Program Coordinator

Licensing Requirement	Certification in Social Work or Licensed Professional Counselor
Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
Equipment Operation	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	