

TITLE: Programming Content Expert for the Computer Science Programs

DEPARTMENT/DIVISION: NASNTI

REPORTS TO: NASNTI Director

CLASSIFICATION: Contractual, Part-time, Temporary (3 years)

POSITION SUMMARY

The Programming Content Expert will coordinate with the Computer Science Specialist to aid in the revitalization of Seminole State College's Computer Science Program, by redesigning and developing Programming courses. The position also includes revision of existing curricula to meet industry standards, while collaborating with SSC faculty to develop new program emphasis areas in Programming and providing information to aid in the implementation of making the program available in face-to-face and online/hybrid modalities.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Works in a professional environment to ensure grant objectives are met in a timely manner under the general direction/supervision of the NASNTI Director.
- Aids in the redesign and development of Programming courses in the Computer Science program.
- Collaborates with the Computer Science Specialist and SSC faculty to revise existing and develop new computer science courses in Programming.
- Coordinates with the Computer Science Specialist on best practices for Computer Science education in Programming (online and face-to-face).
- Handles confidential information with tact and discretion.
- Student information is defined as demographic, assessment scores, grades, classroom misconduct, and other personal information that may be shared in confidence.
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist in evaluation, data collection, and analysis.
- Some travel may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Bachelor's degree in business, Information Technology, Computer Science, or a related field concentration in Programming.
- Demonstrated ability to work collaboratively as a member of a team.
- Excellent communication skills.
- Industry experience in Programming preferred.
- Experience in facilitating professional development preferred.

Skills:

- Create, manipulate, and utilize spreadsheets, word processing programs, publishing programs, and web page design.
- Both verbal and written communication skills are essential.

Abilities:

- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules and coordinating resources.
- Ability to present to small or large groups.

Review of applications will begin immediately; however, only candidates whose applications are received by 4:00 PM on August 23, 2023 are assured of receiving full consideration. The hourly range starts at \$30.00 per hour and will pay up to 256 hours per year. Contract will auto renew each year for two additional years upon satisfactory evaluation. Remote work is possible. Oklahoma residents preferred. Employment is subject to the successful completion of a background check.

To apply, please send a cover letter, resume, copies of all academic transcripts, and three names and phone numbers of professional references to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

or

Email all documents to: HR@sscok.edu

*SSC in an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted August 11, 2023