TITLE: Computer Science Specialist
DEPARTMENT/DIVISION: NASNTI
REPORTS TO: NASNTI Director
CLASSIFICATION: Professional Staff, Full-Time

POSITION SUMMARY

The Computer Science Specialist will coordinate the revitalization of Seminole State College's computer science program, which will include revising existing curricula to meet industry standards, collaborating with content experts and SSC faculty to develop three new program emphasis areas (Security, Programming, and Esports), and 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 practice 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
- Handles confidential information with tact and discretion.
- Works in a professional environment to ensure grant objectives are met in a timely manner under the general direction/supervision of the NASNTI Director.
- The main responsibilities of this position are to revitalize the computer science program, supervise project Adjunct Faculty, and oversee renovation of labs and classrooms.
- Collaborate with content experts and SSC faculty to revise existing and develop new computer science courses.
- Lead pilots of new/revised computer science courses, supervising project Adjunct Faculty.
- Oversee renovation/equipping of Esports Lab, updates to SSC's classrooms computer lab, and IT infrastructure to support the revitalized Computer Science Program.
- Coordinate professional development on best practices for computer science education (online and face-to-face).
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES
- Assist in evaluation, data collection, and analysis.
- Some overnight and weekend travel is required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
   A. **Required Knowledge**:
   - o Bachelor's degree in Information Technology, Computer Science or related field with:
     - ▪ 18 graduate hours in the field
        OR
     - ▪ a written agreement to obtain the Master's degree within two years of hire date (employee tuition reimbursement program benefit available)
   - o Demonstrated ability to work collaboratively as a member of a team
   - o Excellent communication skills
   B. **Preferred Knowledge:**
   - o Master's degree in Information Technology, Computer Science or related field.
   - o Experience in Programming, Cyber Security, Game Design or Development
   - o Three years' experience in instruction and/or curriculum development..
   - o Experience in facilitating professional development.
   - o Experience teaching Native American, at-risk, and/or low-income students or background similar to Seminole State College students.

   C. **Skills:** Create, manipulate, and utilize spreadsheets, word processing programs, publishing programs, and web page design. Both verbal and written communications skills are essential.

   D. **Abilities:** Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources, and the ability to present to small or large groups.

Review of applications will begin immediately. Salary is commensurate with education and experience. Salary range: $45,000 - $51,000. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, life insurance equivalent to two times contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check.

To apply, please attach a cover letter, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

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

or

Email all documents to: HR@sscok.edu

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