

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Business Program Development Lead

DEPARTMENT: Instruction

REPORTS TO: Vice President of Instruction

SUPERVISES: N/A

FLSA: Exempt **FACULTY** _____ **APT** X _____

DOCUMENT STATUS: New/Date: _____ Revision #: _____ Date: _____

TRAVEL: Travel is required

COLLEGE-WIDE X **CAMPUS:** _____ **RANGELY** _____ **CRAIG** _____

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

Review of applications will begin immediately.

GENERAL SUMMARY:

This is a one year, grant funded position which offers an experienced business educator the opportunity to work with a small and nimble team to re-imagine the college's existing business program.

This subject matter expert will be expected to perform the following functions: Review and determine the feasibility of a variety of innovation center models to support current and future business growth; lead in the development of relevant business curriculum to provide students the foundational tools to thrive in a modern business environment; and aid in seeking resources to support a plan of action; increase accessibility to grow enrollment to include a larger number of students from diverse backgrounds; support the college's effort to aid communities within the service area undergoing historic economic change; ensure all activities are highly aligned with and support the mission, vision and strategic plan of the college.

This business subject matter expert will also teach 6 or more credit hours as determined by the Vice President of Instruction.

PRIMARY DUTIES:

- Review business program, propose change to bring current, aid in the work of program approval at college, state and national levels.
- Determine the feasibility of best model/s for rural business growth and development (innovation center, think-tank, etc...). Create a development plan that provides a blue print including staffing, faculty, and funding needs.
- Assist to secure resources to enact approved changes to aid in the transformation of the college business program.
- Plan, design, and teach up to 9 credits per term, with a minimum of 6 credits per term of theoretical, laboratory instructional excellence which reflect an understanding of the program's philosophy, objectives and curriculum.
- Create a rewarding learning experience for students by engaging them, challenging them, and supporting them.
- Provide the resources for a quality learning experience for students by ensuring coherence in the discipline, rigor in the content, and relevance and currency to the practice.
- Implementation of OER across business classes.
- Work to develop additional delivery options to increase equitable access to business learning across more of our concurrent, traditional, non-traditional and non-credit pathways.
- Works closely with the Executive Director of Workforce Education and Economic Development to represent the college at local, regional, state and national committees, conferences, and convening as the college subject matter expert.
- Assists in curriculum design, implementation, and evaluation for the division.
- Assists in the development, evaluation, and revision of student admission, progression, retention, and graduation policies within the policies of the institution.
- Contributes to program, departments, campus and college activities and initiatives including participating in program and department faculty meetings and serving on committees and participating in college functions.
- Participates in recruiting and interview activities.
- Develops and maintains education agreements.
- Assists with developing course schedules each term.
- Comply with ADA and offer accommodations deemed appropriate by ADA coordinator.
- Adheres to CNCC, CCCS, State, and Federal policies relating to the job.
- Performs other duties as assigned.

ESSENTIAL QUALIFICATIONS:

1. Education and Training:

Minimum or Required: Bachelor's Degree in business or related field.

2. Prior Related Experience:

3-5 Years of Business experience
Demonstrated ability to raise funds

3. Licensure/Certification:

Eligible for Colorado Career Technical Educator certification.

4. Equipment Skills:

Various equipment to do with field of study/Computer, appropriate lab equipment

5. Other Qualifications:

-Written and Verbal Communication
-Team player

DESIRABLE/PREFERRED QUALIFICATIONS:

1. Education and Training:

- Master's degree in Business Administration or related field.
- Post-Secondary Teaching Experience
- Experience with Desire-to-learn learning management system

2. Other Qualifications:

- Business engage with best practices
- Grant experience
- Ability to create powerful partnerships

APPLICATION INSTRUCTIONS

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing				X		
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					
Other physical demands:						

Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					x	
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____