CLOUD COUNTY COMMUNITY COLLEGE
PROFESSIONAL EMPLOYEE JOB DESCRIPTION

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Position Title: Instructor in Sociology/Criminal Justice

Reports To: Dean, Division of Humanities, Social Sciences, and Business

Type of Contract: Professional Employee (Faculty)

Length of Contract: 9 month, academic year

Date of Position Description: August 2015

Date Position Description Approved by President:

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GENERAL NARRATIVE DESCRIPTION OF THE POSITION

  Instructor in Sociology/Criminal Justice. Cloud County Community College's Campus
seeks a full-time Sociology/Criminal Justice instructor to begin in the August 2015
semester. The instructor will be responsible for teaching courses in Sociology/ Criminal
Justice and academic advising. Master's degree in Sociology/Criminal Justice or a
related field is required. Additionally, it is preferable that the candidate has college
teaching experience, experience in using technology in the classroom, and experience
with online and distance learning. This is a full-time, nine-month position with a benefit
package. E-mail a letter of application, resume, the names and phone numbers of five
current references, and copies of transcripts to cwilson@cloud.edu or send to the Office
of Human Resources, Cloud County Community College, P.O. Box 1002, Concordia,
Kansas 66901. EOE.

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RESPONSIBILITIES

The Sociology/Criminal Justice Instructor will:

1.   discharge effectively and efficiently the duties and responsibilities as defined
      in the Master Contract;

2.   teach courses within the Social Science Department including courses in
      Sociology/Criminal Justice;

3.   work with the division and department in the development of competencies
      for courses in the department and division;

4.   work with the division and department in the program review process;

5.   work with the division and department in the student outcome assessment process;

6.   work with the division and department on follow-up of graduates;

7.   participate in division, department, and faculty activities;

8.   assist in the preparation for and participation in the Cook Series Events;

9.   assist in preparing syllabi for all courses taught following the format prescribed by the State of Kansas and have those syllabi on file in the Vice-President for Academic Affairs' office by the due date;

10.   assist with the development of uniform syllabi for classes;

11.   assist with the development of the physical education program and expansion,

12.   work with the Department Chair and Division Dean on the preparation of the class schedule each semester;

13.   provide information to the Academic Affairs' office for federal, state, and internal reports;

14.   assist in the recruitment of students;

15.   work with the Department Chair and Division Dean on the preparation of the budget and correctly prepare purchase requisitions;

16.   incorporate technology into the curriculum and keep abreast of current technology in the field of Sociology/Criminal Justice and advising;

17.   provide mentoring support for off-campus instructors;

18.   work with other disciplines to develop interdisciplinary programs;

19.   attend and participate in commencement exercises in academic attire; and

20.   perform other duties as assigned by Vice-President for Academic Affairs or the Division Dean.

Cloud County Community College offers a complete benefits package to all full-time faculty including:

- Health care coverage for employees and eligible dependents (up to $728.36 paid monthly for single coverage by the college toward premium cost)
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid personal leave – 3 days annually
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center