



CROWLEY'S RIDGE COLLEGE

Position: Full-time Associate Professor and Division Chair

About Crowley's Ridge College:

Poised for the growth and expansion of degree offerings, Crowley's Ridge College is seeking innovative, motivated, and experienced individuals committed to the development and improvement of our instructional offerings. The Chair of General Education supervises faculty, develops curriculum, and is responsible for coordinating assessment efforts within the division. Experience developing online courses is desired.

Job Description and Duties:

The Chair of General Education teaches courses from one of the disciplines housed within the Division of General Education and oversees the day-to-day operations of the Division.

Summary of Job Duties

- Classroom instruction
- Supervise faculty within the division
- Serve as a student advisor
- Service to department and college, including committees and assessment activities
- Recruitment and retention of students
- Attendance and participation in all faculty and administrative meetings, commencement ceremonies, and other meetings/events as required
- Curriculum planning, implementation, and evaluation
- Assessment and evaluation of instruction
- Professional development
- Responsible for maintaining a positive work atmosphere by acting and communicating in a manner that fosters teamwork
- Other duties as assigned

Minimum Qualifications

- Terminal degree in one of the following disciplines:
 1. Mathematics
 2. Physics
 3. Chemistry

4. Biology
 5. English
 6. History
 7. Psychology
 8. Oral Communications
 9. Fine Arts (Music, Art, Theater)
- Experience in online course development
 - History of committee service
 - Experience in curriculum development
 - An active member of the Church of Christ

Preferred Qualifications

- 7 + years experience teaching in higher education
- Familiarity with Moodle
- Previous higher education leadership experience

To Apply

E-mail your resume, cover letter, and unofficial transcripts to:

Brian Davis, Vice President for Academic Affairs

bdavis@crc.edu

(870) 236-6901



CRC feels like home

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www.crc.edu | www.facebook.com/CrowleysRidgeCollege