



Office of Human Resources

PART-TIME, EXERCISE SCIENCE

DEPARTMENT: Academics

FUNCTION: To provide quality instruction and academic advisement to all students enrolled at Clinton College. Full Time Professors/Instructors are to motivate each student to participate in all class activities so that he or she may achieve to their maximum potential.

REPORTS TO: Vice President for Academic Affairs

MAJOR DUTIES/RESPONSIBILITIES:

- Keeps accurate records of all student grades, attendance, and other required reports.
- Demonstrate fair and impartial evaluations for all students enrolled in course(s).
- Prepares and maintains all final grade reports for students.
- Meets scheduled classes.
- Prepares a syllabus for each class annually.
- Distributes syllabus to students on the first day of class.
- Participates in the Faculty Council.
- Mentors and advises students.
- Participates in academic committees.
- Carries out special assignments that are requested by Academic Dean.
- Identifies and provides any special needs or accommodations required by students.

MINIMUM EDUCATION REQUIRED:

- A Master's Degree from an accredited institution required
- Doctoral Degree from accredited institution is preferred

MINIMUM QUALIFICATIONS/SKILLS:

- Strong interpersonal skills with students
- Ability to work as a team member and supervise others
- Assists with the preparation and implementation of the recognition and commencement ceremony for graduates.

- Manages assignments of campus facilities for classes and prepares reports on space utilization as requested.
- Leads the staff within the Student Records and Registration office by providing appropriate training, guidance, supervision, and evaluations.
- Ensures compliance related to certification of veteran's benefits.
- Develops and maintains an operations and procedures manual for the department.
- Creates, maintains department manuals.
- Performs special projects as assigned.

MINIMUM EDUCATION REQUIRED:

- A master's degree from an accredited institution preferred
- A bachelor's degree from an accredited institution is required

MINIMUM QUALIFICATIONS/SKILLS:

- Advanced skills in MS Office: Word, Access, Excel, PowerPoint.
- Experience with set-up and maintenance of student information systems.
- Must possess a high level of the following work skills and behaviors: teamwork/cooperation, initiative, customer service, and commitment to continuous professional growth in skills and knowledge.
- Demonstrate excellent organizational and communication skills
- Strong interpersonal skills with students
- Ability to work as a team member and supervise others
- A minimum of three-year experience in higher education