

PROFESSOR/MANAGING DIRECTOR, FIRE SCIENCE

DATE POSITION AVAILABLE: September 1, 2009

APPLICATION DEADLINE: Position Will Remain Open Until Filled

APPLICATION PROCEDURE: Send letter of interest, resume, application and copies of official transcripts to: Director, Human Resources, Tyler Junior College.

JOB DESCRIPTION: This is a twelve-month, full-time instructional faculty position responsible to the associate dean, public service careers for the following:

1. Provide coordination and direction for the fire service program, which includes; continuing education, fire academy, and fire science academic program.
2. Serve as a liaison between Tyler Junior College and the East Texas fire departments.
3. Recruit students for the all the fire programs.
4. Acquire supplies and equipment appropriate for the program.
5. Recruit appropriate instructors for courses.
6. Teach in both the workforce and academic programs.
7. Assist in the development of course curricula and instructional materials.
8. Secure appropriate textbooks and other instructional resources.
9. Promote the development, scheduling and coordination of continuing education courses.
10. Develop, update and maintain course outlines, records, and other matters related to the requirements of a licensed fire academy.
11. Teach day and evening classes.
12. Travel to promote the fire service programs.
13. Perform other duties as assigned by the associate dean, public service careers.

REQUIREMENTS/QUALIFICATIONS:

1. Associates Degree in Fire Science. A Bachelors degree in Public Administration or Business Administration in addition an Associate in Fire Science is preferred.
2. Ten years related experience in the Fire Service as a certified firefighter. EMS certification and basic peace officer license (Arson Investigator) preferred.
3. Excellent oral and written communication, human relation, organizational, interpersonal and administration skills essential.
4. Demonstrated leadership abilities and organizational skills.
5. Instruction and administrative experience preferred.
6. Possess good computer skills.

SALARY: Commensurate with Established Scheduled

* This is a security sensitive position, and a background check will be completed prior to hiring.

OTHER BENEFITS: Exceptional employee benefit plans. Participation in optional retirement program or Teacher Retirement System of Texas.

DATE OF NOTICE: June 10, 2009