

St. Petersburg College
Position Description

POSITION TITLE: Instructor in Charge Public Policy and Administration

DEPARTMENT: Baccalaureate Programs and University Partnerships SITE: SEMINOLE

SALARY SCHEDULE: Instructional GRADE: N/A

BASIC FUNCTION:

Primary functions include assisting the College in developing and maintaining a quality program of instruction, providing service to the College and teaching and facilitating student learning. Secondary functions include assisting the Dean at the campus level, plans and direct a specific department, discipline, and/or program.

RESPONSIBILITIES:

- Teaches undergraduate level courses in the public policy and administration major
- Promotes academic excellence in teaching, learning, and scholarship
- Provide counseling to students for advising, registration and curriculum support
- Fosters students motivation, learning and achievement
- Designs, analyzes, and improves the curriculum including online coursework according to state and national standards
- Assists Dean and campus Provost with management of campus equipment/materials, curriculum and resources.
- Assists the Dean in administering the attendance management system which includes analysis of the PeopleSoft attendance reports for compliance with the college attendance and withdrawal policy for students.
- Assists the Dean regarding budget matters for the specific campus.
- Interviews, recommends mentors and evaluates adjunct instructors within the specific department, discipline, and/or program(s). in accordance with college rules, policies and procedures
- Evaluates the public policy and administration curriculum and compares it to state and national standards
- Serves the college through any of the following: (a) committee membership, (b) curriculum development, (c) development of innovative instruction, (d) sponsorship of student organizations, (e) representation of the college in professionally related community activities, and (f) special projects.
- Maintains appropriate professional liaisons with local, state and national governmental and professional agencies
- Works flexible days/evening hours with willingness to travel to surrounding counties/campuses
- Maintains campus departmental office.
- Performs related duties required for the administration and management of the academic program(s) as required or assigned by Dean, VP and/or President (includes functions which may vary from one program to another such as internal and/or external committees, seminars, accreditation etc. other functions determined necessary for successful management of the program).
- Participates in grant writing and acquisition of external funding

EDUCATIONAL REQUIREMENTS:

Master's degree with a minimum of 18 graduate semester hours in the teaching discipline/subject area required. Doctorate in public policy and/or administration or related field strongly preferred. Consideration will be given to PhD candidate that has an approved proposal and is expecting to complete his/her PhD within one year

EXPERIENCE REQUIREMENTS:

Experience in college/university teaching. Familiarity and experience with collaborative, inclusionary programs is

expected. Some experience in curriculum development or in a related area, preferred.

KNOWLEDGE/ABILITIES/SKILL REQUIREMENTS:

Demonstrated excellence in college-level teaching as well as in oral and written communications. Computer skills that include readiness for instruction in online or blended formats.

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