

Chair, Criminal Justice and Security Studies

Position Summary:

Responsible for all aspects of administration, supervision, and leadership for the Department of Criminal Justice and Security Studies. The Chair, in addition to teaching up to 2 courses each semester, is responsible for curricular and instructional management and development, personnel selection, supervision of students, faculty development, assessment planning and outcomes management, academic support at community and college-wide events, and other duties as requested by the Assistant Dean of Social Sciences, the Dean of Arts and Sciences, and the College.

Responsibilities in order of importance to position:

1. Works with the Assistant Dean of Social Sciences in overseeing the Criminal Justice major, minor programs, and special projects related to Criminal Justice and Security Studies.
2. Works inter-departmentally and with the Arts and Sciences Academic Coordinator, Assistant Dean of Social Sciences, and Dean to schedule Criminal Justice and Security Studies courses.
3. Conducts monthly meetings for all Criminal Justice and Security Studies including generation of agendas and meeting minutes.
4. Teaches up to 2 courses (or 6 credits) per semester.
5. Performs classroom observations of full-time faculty in the Criminal Justice and Security Studies as part of the comprehensive evaluation process.
6. Schedules and facilitates meetings required to maintain excellence within the major, minor, and curricula, including activities devoted to NEASC and program assessment.
7. Hires, assesses, and supervises adjunct faculty in Criminal Justice and Security Studies.
8. Advises students within Criminal Justice and Security Studies, and undergraduates pursuing the 5th year Master of Science in Homeland Security Program.
9. Serves as a liaison to the graduate program in Homeland Security.
10. Provides updates for College web pages and publications.
11. Represents Endicott in Criminal Justice and Security Studies within the community.
12. Attends meetings of the Social Sciences and School of Arts & Sciences.
13. Supports all admission and recruiting events.
14. Performs other duties as required to meet the needs of the School and the College.

QUALIFICATIONS:

- Ph.D. in criminal justice, security studies, or related field.
- Prior higher education teaching experience required.
- Excellent communication, planning, and conflict resolution skills needed.
- Experience in instructional design and methodology, particularly as relates to progressive pedagogy and 21st century teaching and learning practices.
- Knowledge of technology practices that are transforming many areas of Criminal Justice and Security Studies.
- Current in contemporary practice in Criminal Justice and Security Studies and active in professional activities at the local, state, national, and/or international level. Scholarship/research program should allow for mentoring of undergraduate students.
- Experience in curricular assessment and evaluation.
- Experience in development of policies and procedures, organization, and leadership.
- Prior supervisory experience desirable.
- Experience in student evaluation and outcome assessment.
- Current knowledge and skill in the use of information technology.
- Ability to initiate and maintain/administer programs independently.

More information about the application: <https://www.endicott.edu/about/key-offices-departments/human-resources/employment-opportunities/chair-criminal-justice-and-security-studies>

More information about Endicott College: <https://www.endicott.edu>