

COLORADO NORTHWESTERN COMMUNITY COLLEGE

is inviting applications for

DIRECTOR OF NATURAL RESOURCES PROGRAM – Rangely Campus

RESPONSIBILITIES: The Director is expected to have particular strengths and skills sets in program building and achieving measurable outcomes; directing the work of others in Academic Programs including prioritizing schedules, overseeing and evaluating work, and developing and administering budgets. This level of interaction requires the Director to be able to meet the goals of the college regarding the organization of learning communities. Primary Duties: Plan, evaluate and oversee administration of the Natural Resource Program; In conjunction with the Dean of Instruction, establish and meet program enrollment targets; Chair the Natural Resource Advisory Committee. Submit a yearly comprehensive development plan and proposed budget. Serve on Academic Council and other assigned committees as related to the Natural Resource Program; Supervise program staff; Supervise the preparation of catalog material for the academic program Schedule courses and recommend implementation of additional courses; Maintain current knowledge of Federal, State, and related legislation; Develop and maintain program budget. Teach classes related to academic discipline;

DATE OF NOTICE: April 29, 2009

CLOSING DATE: Review of applications will begin immediately. Applications will be accepted until position is filled.

STARTING DATE: Aug 2009

SELECTION PROCESS: Preliminary screening will be made on the basis of completed Application Package submitted by candidate. *Completed Application Package includes: CNCC application, letter of interest detailing experience as related to this position, resume, and names, addresses and phone numbers for at least three professional references. Selected candidates will be invited to interview.

QUALIFICATIONS: Master's Degree. Education considered relevant includes natural resources, range management, geology, ecology, anthropology, environmental policy, hydrology or combinations of suitable science and policy disciplines. Preferred: Doctorate in related field. Five years experience in education, government, or industry. Demonstrated ability to build academic or other related programs.

LOCATION: Rangely, Colorado

TYPE OF APPOINTMENT: Administrative

SALARY: Commensurate on education and experience.

BENEFITS: Administrative positions receive paid annual and sick leave, group health, dental, and life insurance with college cost participation and a state retirement program.

CONTACT: Colorado Northwestern
Community College
Office of Human Resources
500 Kennedy Drive
Rangely, CO 81648

Colorado Northwestern Community College has a strong commitment to the principles of diversity and welcomes responses from women, minorities, and persons with disabilities.

Effective 3/88. Colorado fiscal rules require Direct Deposit for all new employees.

It is Colorado Northwestern Community College's procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and when applicable, driving history. Employment offers