

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Director of the Cyber Security & Networking Program

**DEPARTMENT:** Instruction

**REPORTS TO:** Dean of Workforce Education & Economic Development

**SUPERVISES:** N/A

**FLSA:** FACULTY   X   APT        COACH       

**DOCUMENT STATUS:** New/Date:   06/2022   Revision #   3   Date:   07/14/2022  

**TRAVEL:** N/A

**SALARY:** \$65,000.00 - \$75,000.00 per year (Salary is commensurate with education and experience)

*Excellent benefit package including retirement and health insurance is available.*

**SICK LEAVE:**   10   hours per month      **PERSONAL LEAVE:**   16   hours per academic year

**COLLEGE-WIDE**   X   **CAMPUS:**   RANGELY     X   **CRAIG**

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

**SUMMARY OF POSITION:**

This grant-funded faculty position will develop, teach and lead cyber security and networking courses at Colorado Northwestern Community College. This role will provide leadership in developing the new cyber security and networking program at CNCC. In addition, to cyber security and networking; the ideal applicant would also be skilled in server administration, virtual environments, multiple operating systems, cloud computing, and curriculum development, with vendor certifications in CISSP, A+, NET+, Security+, Cloud+, Server+, Linux+, CCNA and/or MCSE.

This role will perform instruction-related duties, responsibilities, and program direction in accordance with the philosophy, policies, and procedures of the Colorado Community College System and Colorado Northwestern Community College. A faculty assignment is comprised of two parts, one being at least one-half duties as a teacher, which may include program coordination/development and the other is professional development and service obligations. Current grant is expected to end June 30, 2023.

**TEACHING:**

1. Teach day, evening, weekend, and/or distance courses in accordance with approved course of study or outline utilizing traditional and alternative methods of instruction (including

computer-aided, on-line, distance learning, self-paced, interdisciplinary, etc.) where appropriate.

2. Coordinate class structure and organization, prepare course materials, demonstrate and maintain currency in the discipline and in teaching methodology, present instructional material effectively.
3. Maintain professional and courteous interaction with students and employees, and demonstrate sensitivity to different learning styles.
4. Hold regular office hours, encourage student engagement and student achievement, utilize assessment data to facilitate student learning.
5. Document teaching and curriculum changes based on assessment results, incorporate course, program, and college student learning outcomes into teaching, utilize student retention strategies, and integrate technology into course work as appropriate to the discipline.
6. Lead program and plan development and maintenance, coordinate instructional programs as assigned.
7. Review, coordinate, and recommend textbooks and/or class materials. Comply with college procedures pertaining to grading and record keeping.
8. Maintain inventory control of equipment, tools, and supplies required for classes, and in requesting repair and/or replacement for the equipment according to division regulations.

#### SERVICE:

Service includes fulfilling the mission and goals of the college outside of the classroom. Components may include but are not limited to:

1. Departmental service, including curriculum coordination, management and development, review, updating, revision and evaluation in relation to community needs and recommending changes as appropriate.
2. Conducting advising and outreach activities; assisting with concurrent enrollment; undertaking administrative assignments and committee work.
3. Participating in system, college-wide and campus committee work including assisting in recruiting and interviewing potential full-time faculty and part-time instructors.
4. Sponsoring and participating in student activities; and attending college activities and events.
5. Perform administrative tasks to maintain program excellence including but not limited to, evaluating graduation applications and prior learning assessment applications, assist in scheduling class offerings for each semester, maintain course sequence plans for each degree and certificate offered, college catalog review, and provide catalog revisions as requested.
6. Under the direction of the Dean, play a key role in the selection of faculty teaching within the department including full time, part time and adjunct.
7. Prepare course schedules for each term and assign instructors to courses for the delivery of the department's curriculum.
8. Oversee mentoring activities for parttime, concurrent enrollment instructors and adjunct instructors to ensure integrity of curriculum at a college level. Provide training in instructional processes and expectations as needed.
9. Serve as an academic advisor or delegate academic advising responsibilities to faculty within the department in collaboration with the Advising and Student Success Office.
10. Lead the department's student learning assessment efforts as outlined in the institutional assessment of student learning plan.
11. Keep curriculum and program course requirements current and applicable. Submit requests for program changes and/or course changes/additions applicable to the program through appropriate processes and within policy.

12. Work in collaboration with the Dean to prepare the department's comprehensive development plan, grant reports, and budget.
13. Provide leadership for setting and meeting the vision, mission and goals of the department.
14. Assist in departmental data gathering and reporting.
15. In collaboration with the Marketing Department and the Recruiting Department, lead the department's marketing and recruitment efforts.
16. Assist in awarding departmental scholarships.
17. Manage the departmental facilities, equipment and supplies and recommend appropriate changes.
18. Schedule and conduct departmental meetings.
19. Participate in program director meetings.
20. Participate in committees as assigned.
21. Perform other duties as assigned by the Dean and/or the Vice-President of Instruction to meet department, college, state, and federal requirements.
22. Release time will be granted based on the CNCC Program Director Release Calculations.

### **MINIMUM QUALIFICATIONS:**

#### **Education & Training**

- Bachelor's Degree in Computer Science, Computer Information Systems, Computer Networking, Cyber Security, or a related major (Education, Mathematics, Engineering) from a fully accredited college. Fifteen (15) semester credit hours teaching experience at the college level.
- Must possess a State of Colorado Vocational Credential in Information Technology or the ability to obtain such a credential prior to the second semester of employment. (Requires 2000 hours within last 7 years of professional industry experience in related IT field (1 year full time equates to approximately 2000 hours).
- Experience in at least one of the following: curriculum development, supervision, instruction, evaluation, and academic advising.

### **REQUIRED KNOWLEDGE SKILLS & ABILITIES:**

- Ability to teach courses with online components and those with comprehensive online delivery.
- The ability to teach a range of Computer related fields (Cyber Security, Networking, Computer Science / Programming, Game Development, Mobile App Development, Web Development, Computer System Analyst, Database Administration, and /or Applications).

### **PREFERRED QUALIFICATIONS:**

- Master's degree in Computer Science, Computer Information Technology, Computer Networking, Cyber Security, or a related major (Education, Mathematics, Engineering) from a fully accredited college or university.
- Current industry and vendor certifications (CompTIA: Linux, Microsoft, Oracle: ie. CISSP, A+, NET+, Security+, CCNA and / or MCSE).
- Fifteen (15) semester credit hours teaching experience. Experience with a wide range of students at the community college level or in a comparable setting.
- Proficiency in curriculum development, supervision, instruction, evaluation, and academic advising.
- Experience teaching with technology, in alternative formats.

**APPLICATION INSTRUCTIONS:**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

**Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

**ESSENTIAL FUNCTIONS**

**In an 8 hour workday, this job requires:**

- N/A = Not Applicable**
- R = Rarely** (less than 1/2 hour per day)
- O = Occasionally** (1/2 - 2.5 hours per day)
- F = Frequently** (2.5 - 5.5 hours per day)
- C = Continually** (5.5 - 8 hours per day)

| <b>Physical Requirements</b> | <b>N<br/>A</b> | <b>R</b> | <b>O</b> | <b>F</b> | <b>C</b> | <b>Describe any job duty that requires repetition or a unique application of the activity.</b> |
|------------------------------|----------------|----------|----------|----------|----------|--|
|------------------------------|----------------|----------|----------|----------|----------|--|

|                                    |  |   |   |   |   |  |
|------------------------------------|--|---|---|---|---|--|
| <b>Sitting</b>                     |  |   |   |   | X |  |
| <b>Stationary Standing</b>         |  |   |   | X |   |  |
| <b>Walking</b>                     |  |   |   | X |   |  |
| <b>Ability to be Mobile</b>        |  |   |   |   | X |  |
| <b>Crouching (bend at knees)</b>   |  |   | X |   |   |  |
| <b>Kneeling/Crawling</b>           |  | X |   |   |   |  |
| <b>Stooping (bend at waist)</b>    |  |   | X |   |   |  |
| <b>Twisting (knees/waist/neck)</b> |  |   | X |   |   |  |
| <b>Turn/Pivot</b>                  |  |   |   | X |   |  |
| <b>Climbing</b>                    |  | X |   |   |   |  |
| <b>Balancing</b>                   |  |   | X |   |   |  |
| <b>Reaching Overhead</b>           |  |   |   | X |   |  |
| <b>Reaching Extension</b>          |  |   |   | X |   |  |
| <b>Manual Dexterity</b>            |  |   |   | X |   |  |
| <b>Pushing/Pulling</b>             |  |   |   |   |   |  |
| <b>1 - 10 lbs.</b>                 |  |   |   |   | X |  |
| <b>11 - 20 lbs.</b>                |  |   |   |   | X |  |
| <b>21 - 35 lbs.</b>                |  |   |   | X |   |  |
| <b>36 - 50 lbs.</b>                |  |   | X |   |   |  |
| <b>51 - 75 lbs.</b>                |  |   | X |   |   |  |
| <b>76 - 100 lbs.</b>               |  | X |   |   |   |  |
| <b>Lifting/Carrying</b>            |  |   |   |   |   |  |
| <b>1 - 10 lbs.</b>                 |  |   |   |   | X |  |
| <b>11 - 20 lbs.</b>                |  |   |   |   | X |  |
| <b>21 - 35 lbs.</b>                |  |   |   | X |   |  |
| <b>36 - 50 lbs.</b>                |  |   | X |   |   |  |
| <b>51 - 75 lbs.</b>                |  |   | X |   |   |  |
| <b>76 - 100 lbs.</b>               |  | X |   |   |   |  |

|   |                |          |          |          |          |  |
|---|----------------|----------|----------|----------|----------|--|
| <b>Other physical demands:</b>  |                |          |          |          |          |  |
| <b>Sensory Requirements</b>   | <b>N<br/>A</b> | <b>R</b> | <b>O</b> | <b>F</b> | <b>C</b> | <b>Describe any job duty that requires repetition or a unique application of the activity.</b> |
| Talking in Person   |                |          |          |          | x        |  |
| Talking on Telephone  |                |          | x        |          |          |  |
| Hearing in Person   |                |          |          |          | x        |  |
| Hearing on Telephone  |                |          | x        |          |          |  |
| Vision for close work   |                |          |          |          | x        |  |
| <b>Other Sensory Requirements</b>   |                |          |          |          |          |  |
| <b>Environmental Requirements</b>   | <b>N<br/>A</b> | <b>R</b> | <b>O</b> | <b>F</b> | <b>C</b> | <b>Comments</b>  |
| Safety requirements (i.e. clothing, safety equipment required, activities performed)                  |                |          | x        |          |          |  |
| Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids) |                |          | x        |          |          | Lab related activities   |
| Operation of equipment, tools, vehicles   |                |          | x        |          |          |  |
| Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)          |                | x        |          |          |          |  |
| <b>Other environmental requirements:</b>  |                |          |          |          |          |  |

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_