



SCHENECTADY COUNTY COMMUNITY COLLEGE

POSITION DESCRIPTION

TITLE: HISTORY FACULTY MEMBER

FUNCTION OF THE POSITION:

The teaching assignment will include 15 credit-hours per semester of courses including American History, Western Civilization, Political Science, and Gender studies. Other responsibilities include academic advisement, assessment, course development, collaboration across disciplines, and the coordination of a community-based history lecture series.

SPECIFIC RESPONSIBILITIES:

- Teaching a full-time course load in History, Political Science, and Gender Studies
- Providing academic advisement to students
- Coordinating and administering a community –based history lecture series
- Holding office hours for students
- Preparing and administering assessment instruments
- Developing and revising courses to establish a core of history courses that support current programs and enable strong transfer opportunities
- Participating in division activities, to include but not limited to program review and assessment
- Serving on College committees
- Performing other duties as assigned

QUALIFICATIONS:

- A Ph.D. in History is strongly desired with an emphasis on American History, Political Science and Gender Studies
- Community college teaching experience
- A history of offering lectures to the public on gender, political, and historical issues
- Grant development experience

REPORTING RESPONSIBILITY:

This position reports directly to the Dean of Liberal Arts.

DATE: January 2012