



Position Title:	Program Leader		
Reports To:	Department Chairperson		
Department:	Engineering	Job Code:	0712-01
Prepared By/Date:	Michael Whitt/08-7-2010	Job Group:	PEC
Approved By/Date:	Michael Whitt/08-7-2010	Salary Grade:	15
Revised:	Jennifer C. Brito/08-11-2010	FLSA Status:	Exempt

Summary:

The Program Leader is a college wide resource for the AA Engineering, AS Electronics technology (EET), AS Computer Technology (CET), AS Electrical Power Technology (EPT), and the Bachelor degree in Electronic Engineering Technology (BSEET). The Program Leader also carries out necessary administrative and instructional duties.

Essential Duties and Responsibilities:

- Coordinates program for engineering
- Coordinates program for electronics
- Reviews classes in each of the programs
- Coordinates changes that occur
- Coordinates laboratories and electronic classrooms
- Advises students
- Researches and recommends for creation of programs
- Recommends equipment to purchase
- Responsible for equipment
- Supervises part-timers and student assistants
- Supervises adjunct faculty
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of electric circuit theory and design
- Ability to instruct from basic circuit design to advanced microprocessor construction and programming
- Knowledge of the many branches of engineering
- Knowledge regarding universities where engineering students transfer by contacting engineering universities
- Knowledge of the Odyssey system for thorough student advisement
- Competency in reviewing student transcripts and degree audits to perform advisement
- Ability to relate to students by discussing their program choices
- Knowledge of the semester schedules and how to use the Odyssey system to review enrollment
- Ability to plan ahead of time

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee

to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelors' degree in Electrical engineering with pertinent work experience and six (6) years of experience in the college of Engineering.
- Work experience in electronics, computers, and applied technology and the experience applying electronic concepts and design in the real world.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name