

TITLE: Programming Content Expert for the Computer Science Programs

DEPARTMENT/DIVISION: NASNTI

REPORTS TO: NASNTI Director

CLASSIFICATION: Contractual, Part-time, Temporary (3 years)

POSITION SUMMARY:

The Programming Content Expert will coordinate with the Computer Science Specialist to aid in revitalizing Seminole State College's Computer Science Program by redesigning and developing programming courses. This includes revising existing curricula to meet industry standards, collaborating with SSC faculty to develop new program emphasis areas in programming, and supporting the implementation of face-to-face and online/hybrid modalities.

SEMINOLE STATE COLLEGE MISSION AND VALUES:

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Work in a professional environment to ensure grant objectives are met in a timely manner under the general direction/supervision of the NASNTI Director.
- Collaborate with the Computer Science Specialist and SSC faculty to revise and evaluate redesigned computer science courses.
- Document and disseminate best practices for computer science education in programming.
- Develop and implement a structured feedback mechanism for redesigned courses.
- Provide suggestions for professional development sessions and workshops for faculty to help them adapt to the new curriculum.
- Utilize specific technological tools and platforms necessary for online and hybrid course development and delivery.
- Assist in evaluation, data collection, and analysis of the revamped courses.
- Handle confidential information with tact and discretion.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Bachelor's degree in business, Information Technology, Computer Science, or a related field with a concentration in programming.
- Industry experience in programming preferred.
- Experience in facilitating professional development is a plus.

Skills:

- Proficient in creating and utilizing spreadsheets, word processing, publishing programs, and web page design.
- Excellent verbal and written communication skills.

Abilities:

- Meet professional obligations through efficient work habits such as meeting deadlines and coordinating resources.
- Ability to present to small or large groups.
- Proficiency with technological tools and platforms used for online and hybrid course development.

OTHER DETAILS:

- Some travel may be required.

Review of applications will begin immediately. The hourly range starts at \$30.00 per hour and will pay up to 256 hours per year. Contract will auto renew each year for two additional years upon satisfactory evaluation. Remote work is possible. Oklahoma residents preferred. Employment is subject to the successful completion of a background check.

To apply, please send a cover letter, resume, copies of all academic transcripts, and three names and phone numbers of professional references to:

Seminole State College
ATTN: Human Resources **or**
P.O. Box 351
Seminole, OK 74818

Email all documents to:
HR@sscok.edu

*SSC in an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

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