



ALLEN COMMUNITY COLLEGE
IOLA, KANSAS
ANNOUNCEMENT OF VACANCY

POSITION: **CRIMINAL JUSTICE STUDIES PROGRAM COORDINATOR**
12 Month Contract, Full-time Staff Position (renewable contract)

RESPONSIBILITIES: The Criminal Justice Studies Program Coordinator will teach up to 24 credit hours of CJS coursework per year and coordinate the CJS program. The predominately online, with onsite survey offerings, teaching assignment will include CJS 100 Introduction to Criminal Justice and other related courses in the academic discipline and career field. The position is responsible for student recruitment and advising, CTE and transfer program development, academic division participation, committee and task force service, and individual professional development.

[Position Description](#)

QUALIFICATIONS: Master's degree with a minimum of 18 graduate credit hours in Criminal Justice and/or related academic disciplines is required. Experience in onsite and online college teaching is preferred.

LOCATION: Iola Campus office location. On-campus office hours are required of the position.

SALARY: Dependent on education and experience. An excellent benefits package is available.

STARTING DATE: Position is open until filled.

APPLICATION: Submit letter of interest, resume, completed employment application, unofficial transcripts, and names, addresses, and telephone numbers of three professional references. Review of applicants will begin immediately and continue until the position is filled. Official transcripts are required at time of employment.

Applicants selected as candidates for interviews will be required to present a 15 minute teaching and technology demonstration suitable for CJS 100 Introduction to Criminal Justice to members of the search committee.

APPLY TO: Shellie Regehr, Human Resources Specialist
Allen Community College
1801 N Cottonwood
Iola, KS 66749

FAX: 620-365-7406
Email: hr@allencc.edu

Allen Community College provides quality higher education and workforce development through two distinct campuses and online learning to approximately 4,000 students each academic year. The Iola Campus, with residence halls and vibrant arts and athletics programs, offers the two-year college experience in a caring atmosphere. The Burlingame Campus, located south of Topeka, offers courses scheduled to accommodate dual credit secondary students, career-focused students, and traditional college students. Allen Online Learning serves students with individual online courses and fully online certificate and degree programs.

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, color, national origin, religion, age, and disability in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, vpsa@allencc.edu.