



**PROGRAM DIRECTOR
CULINARY ARTS AND HOSPITALITY
JOB DESCRIPTION**

PRIMARY ROLE: Provide academic leadership to the Culinary Arts and Hospitality academic programs primarily through demonstrating and fostering excellence in teaching, professional research, and service activities at a variety of levels within the academic discipline, within the program, within the School of STEAM, within the institution and within the community.

MAIN DUTIES:

- Provide leadership and expertise in his or her academic field.
- Teach a class load of 7 courses in the area of expertise each academic year per agreement with the Dean of Academic Affairs.
- Lead course development and assessment, planning, quality, and accreditation processes within the department.
- Submit midterm and final grade reports, performance notices, attendance records, and any other reports pertaining to the assigned courses.
- Engage in classroom observations, supervision, and evaluation of faculty.
- Report to the School Chair and participate in College, School, and Program committees.
- Participate in the planning and development of program meetings and academic schedules
- Assist in the assignment and hiring of adjunct, part-time and resident faculty.
- Develop an annual professional development plan for the program
- Demonstrate commitment to the mission of the college

JOB QUALIFICATIONS:

- Master's degree in Culinary Arts and Hospitality.
- Oral and written bilingual skills (English, Spanish) preferred.
- A minimum of two years of work experience in the academic area.
- A minimum of two years of teaching experience at the undergraduate level.
- Experience in teaching online and/or using course learning management systems.
- Experience in course development and assessment, planning, quality, and accreditation processes.
- Experience working with a diverse population
- Willingness to work a flexible schedule

SALARY: Commensurable with qualifications and skills and in accordance with the college's current salary scale.

Please contact Dr. Andrea Koepke at AKoepke@staugustin.edu to express your interest in the position.