

# Director – Advanced Technology and Applied Science at Northwest Florida State College

**Position:** Director – Advanced Technology and Applied Science  
**Department:** Academic Affairs  
**Hours:** Full-Time, 12 Month Position  
**Classification:** Administrative I  
**Salary:** \$51,377-\$82,619  
**FLSA Status:** Exempt  
**Location:** Niceville Campus  
**Application Deadline:** Review of applications begins immediately. Open until filled.



## Qualifications

- Minimum of a Bachelor's in Engineering Technology, Manufacturing Technology, or closely related field.
- Minimum of three (3) related business and industry experience in areas such as Electrical, Mechanical, PLC, Hydraulic, Robotic, Quality, or CNC Machining preferred.
- Master's or higher in Aerospace, Engineering, Engineering Technology or related discipline with a minimum of 18 graduate semester hours in area of specialization preferred.
- A minimum of three (3) years of successful teaching experience at the post-secondary level.
- Administrative experience in a postsecondary educational setting preferred.
- Demonstrate excellence in written and oral communication required.
- Demonstrate commitment to community involvement required.

## Duties and Responsibilities

- Providing classroom/online instruction in the Engineering Technology degree program and other related programs/courses.
- Preparing syllabi reflecting required course objectives.
- Developing and evaluating curriculum as appropriate, advising students, participating in institutional service and professional development activities, and engaging with the community and industry.
- Creating and integrating simulated manufacturing environments that will enable students to develop and enhance the skills and knowledge leading to employment.
- Provide overall administration, management and leadership for the Advanced Technology and Applied Science Department.
- Provide oversight of selected grants, projects and education and training partnerships entered into between the College and private/public sector employers, organizations, or agencies.
- Teach three (3) to six (6) credit hours per fall and spring semester

## Duties and Responsibilities - *continued*

- Act as liaison for the Advanced Technology and Science Department among faculty, staff, and students. Be available to the full and part-time faculty (day and evening) for assistance in the performance of their assigned duties.
- Provide for the orientation of all part-time and full-time faculty in the department regarding their teaching duties and responsibilities.
- Develop, in conjunction with department faculty and the Dean, class schedules.
- Work cooperatively with the Dean of Career and Technical Education in identifying, recruiting, and recommending to the President any new, full-time, or part-time faculty and clerical personnel.
- Provide necessary evaluative data for review and/or discontinuance in the case of reduction in force or of ineffective or unsuitable performance.
- Implement selection and updating of textbooks and other materials and keep a record of such materials maintained in the official course syllabus file.
- Develop and manage the department budget, process all purchase requisitions for the department, and maintain accurate and positive control over department expenditures.
- Serve as a member of other college councils and/or standing committees as appropriate.
- Ensure the CTE Pathway for A.S. in Engineering Technology with specializations in Mechanical Engineering and Electronics is implemented through the department.
- Collaborate with the Collegiate High School and K-12 Partnerships to determine scheduling need in support of dual enrollment.
- Evaluate and implement opportunities for work-based learning elements for the Engineering Technology tracks in the Collegiate High School.
- Annual mandatory complacency training is required.
- Perform such other duties as may be assigned.

Provide a complete application package that includes **all** of the following: **Apply Now**

- NWF State College Application
- Copies of transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)
- Resume
- A cover letter explaining why you consider yourself qualified for this position

To apply for this position, please visit our website: <https://www.nwfsc.edu/about/human-resources>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant grievance should be addressed to the Human Resources Director. NWF State College prohibits any form of discrimination on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, pregnancy, genetic information, gender identity, sexual orientation or gender in any of its programs, services, or activities. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWF State College is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.

**NORTHWEST  
FLORIDA  
STATE COLLEGE**