



Title: Criminal Justice Coordinator/Instructor

Job ID: 242541701601

Campus: Southwest Texas College

Closing Date: Until Filled

Job Summary: Primary duties include teaching freshman and sophomore level courses in Criminal Justice (e.g., Introduction to Criminal Justice, Criminology, and Criminal Law), and other related courses; recruiting and advising students, and serving on division and college committees. Responsible for developing and updating curriculum and syllabi, selecting textbooks and instructional materials, and ensuring alignment with current industry and academic standards. Responsible for coordinating and leading Criminal Justice program advisory committee meetings to ensure the program remains relevant and responsive to stakeholder input and industry trends, reporting program data, and responsible for participating in program reviews. Experience in teaching, advising, and mentoring low-income, first-generation, educationally disadvantaged, and at-risk students is highly valued. Adherence to work rules, code of conduct, and other institutional policies is an essential function of the job. The ability to communicate effectively with students, colleagues, and college administrators is required. Must be available to teach day and/or evening classes. Travel to teach at other Southwest Texas College sites may be required.

Classification: Full-time, Exempt

Department: Criminal Justice Department

Salary: Commensurate with education and teaching experience based on salary schedule. Nine-month, non-tenure track, faculty position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Master's degree required, with a major in Criminal Justice preferred. Master's degree in another discipline with a minimum of eighteen (18) graduate semester hours in Criminal Justice is acceptable.

Experience & Training: At least two years' college teaching experience in the discipline preferred.

Additional Qualification Requirements: Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTX insurers. Travel is required to other locations served by the college.