

Job Classification: Non-Exempt, Full-Time

Work Schedule: 12-month

Compensation: Salary to be determined

Reporting Relationship: Vice President of Student Success

Primary Accountabilities:

Reporting to the Vice President of Student Success, the Director of Bioscience and Critical Environment Technologies will be responsible for ongoing growth of the Bioscience Division as well as strategic direction and organizational structure of the new Critical Environment Technologies program.

Additional Accountability during the development process includes working closely with the President of MATC as the institution engages with the companies and enterprises comprising the Animal Health Corridor, as well as the National Bio- & Agro-defense Facility (NBAF) with the U.S. Department of Agriculture, and Kansas State University.

Supervisory Responsibilities:

Staff, faculty, and training personnel associated with the Biosciences and Critical Environments Technologies.

Major Duties:

- Develop and maintain strategic direction and organizational structure of the new Critical Environment Technologies (CET) program, its relationships with industry, partnering post-secondary institutions, and regional secondary schools;
- Recruit, participate in the selection and orientation of, faculty (both full-time and adjunct) to develop curriculum and provide lab/lecture/training instruction;
- Supervise and evaluate faculty within the scope of the position;
- Provide direct oversight of classrooms and laboratories to provide effective learning environments;
- Recruit, advise, and mentor students pursuing CET programs to insure that effective services are identified that will assist students in achieving their objective, including scheduling of internship opportunities;
- Responsible for coordination of planning, developing, implementation, and evaluation of educational programs, courses, and other experiences within the Bioscience division;
- Maintain standards of teaching within program at the collegiate level and ensure faculty are meeting academic requirements, syllabus, utilization of LMS, etc., as required by the institution
- Promote program nationally and within the state;
- Oversee/administer the CET departmental budget and work closely with MATC staff to insure that all assets, materials, supplies, etc., are properly managed;
- Coordinate with appropriate college personnel to identify and pursue grant and related opportunities, with an emphasis on training, teaching and learning, professional development, and continuing education;
- Attend and participate in staff meetings, college committees, and college activities;
- Participate in professional development opportunities both within and outside MATC;
- Insure that safe and reasonable precautions are implemented to protect students, equipment, and facilities;
- Direct oversight of classrooms and lab environments conducive to effective learning focused on student-centered practices;
- Oversee appropriate rules and expectations of students in the classroom and lab settings that are in compliance with MATC policies/procedures and that result in a safe, effective learning environment;

- Work with Biotechnology and CET Advisory Committees;
- Teach within the program when needed;
- Performs all other duties as assigned.

Qualifications:

- Master's Degree; in laboratory/science field preferred;
- At least two years recent full time professional work experience in a laboratory/clinical/life science facility; 5-10 preferred;
- Excellent communication and presentation skills required;
- Entrepreneurial and leadership skills required;
- Flexibility to travel (moderate) both locally and nationally required;
- Ability and skill working with federal grant funding;
- Medium-to-High level knowledge of HVAC, Boilers, Chillers, Air Handlers, Plumbing, Building Management Systems (BMS) is preferred
- Experience working within an academic or research institution;
- Strong computer and word processing skills, in particular experience with database systems and computer applications;
- Strong organization skills with ability to multi-task and be detail oriented.
- Ability to work independently, as well as in a team environment;
- Ability to communicate clearly and present oneself professionally through verbal, nonverbal (demeanor, dress, attitude), and written skills;
- Ability to organize, multi-task, plan and set priorities with minimal supervision.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, talk on the phone.
- Ability to unpack and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.

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Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date