

COLORADO NORTHWESTERN COMMUNITY COLLEGE
is inviting applications for

CRIMINAL JUSTICE ACADEMY COORDINATOR

RESPONSIBILITIES: Coordinate and instruct a maximum of 6 credit hours for degree and academy curriculum. Coordinate SLETP and POST requirements and scheduling for Academy students. Assist in recruiting for academy and degree programs. Coordinate administrative requirements for students and faculty. Oversee scheduling and supervision of Security Interns. Supervise Work Study employees.

DATE OF NOTICE: September 22, 2009

CLOSING DATE: Review of applications will begin immediately. Applications will be accepted until position is filled.

STARTING DATE: ASAP

SELECTION PROCESS: Preliminary screening will be made on the basis of completed Application Package submitted by candidate. *Completed Application Package includes: CNCC application, letter of interest detailing experience as related to this position, resume, and names, addresses and phone numbers for at least three professional references. Selected applicants will be invited by the screening committee for interviews. Finalist will be required to furnish official transcripts. ALL APPLICATION MATERIALS BECOME THE PROPERTY OF COLORADO NORTHWESTERN COMMUNITY COLLEGE AND CANNOT BE COPIED. WHEN APPLYING FOR ANY OTHER POSITION AT CNCC, A SEPARATE, COMPLETED APPLICATION PACKAGE MUST BE SUBMITTED

NOTICE TO APPLICANTS: The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents within 3 days of hire date to show your identity & your authorization to work. This law applies to all persons hired.

QUALIFICATIONS: Required: Associate Degree in CRJ with progress towards a Bachelor's degree in CRJ or related field with experience in Law Enforcement or Resource Protection Law Enforcement. Preferred: Bachelor's or Master's degree with Law Enforcement or Resource Protection Law Enforcement; ability to be vocationally credentialed by the Colorado Community College System.

LOCATION: Rangely, Colorado

TYPE OF APPOINTMENT: Instruction

SALARY: mid to high \$30's

BENEFITS: Administrative positions receive paid annual and sick leave, group health, dental and life insurance with college cost participation and a state retirement program.

CONTACT: Colorado Northwestern
Community College
Office of Human Resources
500 Kennedy Drive
Rangely, CO 81648

Colorado Northwestern Community College has a strong commitment to the principles of diversity and welcomes responses from women, minorities, and persons with disabilities.

Effective 3/88. Colorado fiscal rules require Direct Deposit for all new employees.

It is Colorado Northwestern Community College's procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.