



## **Computer Science Specialist/Program Director**

(Full Time, 11 Month Salary/Exempt)

### **REPORTS TO**

VP of Academic Affairs for the College and Professional and Graduate Studies, in collaboration with Project Director for Title III, and Computer Sciences and Network Engineering (CSNE) Chair.

### **DEPARTMENT**

Title III Strengthening Institutions Program

### **EFFECTIVE DATE**

Immediately

### **JOB SUMMARY**

The Program Director for Computer Science provides oversight, administration, and accountability for the development of the new Cybersecurity degree-completion program and Associates degree-completion in Information Systems at all SNU locations, as well as online.

Responsibilities include development and implementation of all policies for undergraduate students enrolled in these programs, review and continuous improvement of program curricula, and collaboration with the Computer Science/Network Engineering Department to extend the Network Marketing offerings in the Tulsa area, and alignment to accreditation standards.

### **RESPONSIBILITIES**

#### **Essential Functions:**

- Lead the oversight and assessment of the existing Network Management degree-completion program.
- Lead the development, oversight, and assessment of a new Cybersecurity degree-completion program and a new Information Systems professional associate degree program.
- Collaborate with other faculty and staff in the Computer Sciences and Network Engineering (CSNE) department.
- Infrequently teach and develop/update courses.
- Ensure all students receive the support they need to succeed through collaboration with campus support services.
- Evaluate faculty.



- Coordinate with Title III Professional Studies (PS) Support Specialist to customize support for computer science students.
- Foster a culture of access and inclusion within programs to encourage faculty and student scholarship.
- Work with project staff and SNU faculty/staff to institutionalize new/expanded computer science programs.
- Recruit qualified and mission-aligned faculty and staff.
- Establish new relationships and reinforce existing ones with industry partners; and
- Ensure program compliance with university policies, accreditation requirements, and grant requirements.
- Ability to work under pressure and meet deadlines.
- Ability to maintain positive interpersonal relationships.
- Ability to work independently.
- Ability to operate office equipment.
- Ability to provide quality customer service.
- Additional duties as assigned.

**Required Qualifications:**

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity.
- Master's Degree in Computer Science, or in a related field.
- Industry experience and/or related work experience.
- Possess strong verbal and written communication skills.
- Ability to prioritize multiple demands in a fast paced work environment.
- Excellent organizational and leadership skills.

**Preferred Qualifications:**

- Experience in higher education course development and/or instruction.
- Experience with non-traditional students.
- Expertise in best practices for computer science education.

**Supervision Received:**

Specialized reporting relationships with Vice Provost of Professional and Graduate Studies, CSNE Chair, and the Title III Project Director.

**Supervision Exercised:**

Responsible for the coordination of work assignments for staff and student employees. Supervise Network Management Lab Assistant.

**BENEFITS**



Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement, tuition remission, vacation, sick leave, personal days, and holidays.

**Updated: April 15, 2019**

### **SOUTHERN NAZARENE UNIVERSITY DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

### **SOUTHERN NAZARENE UNIVERSITY NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Employees contact:

Gail Collier  
Director of Human Resources  
Southern Nazarene University  
6729 NW 39<sup>th</sup> Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
[405-491-6333](tel:405-491-6333)/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

Dr. Lena Crouso  
Vice-President for Intercultural Learning and Engagement, Chief Diversity Officer  
Southern Nazarene University  
6727 NW 39<sup>th</sup> Expressway  
Bresee Suite 200  
Bethany, OK 73008  
405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

**Student Contact:**



Marian Redwine  
Associate Vice President of Student Life  
Southern Nazarene University  
6729 NW Expressway  
Webster Commons, Lower Level  
Bethany, OK 73008  
[405-491-6336](tel:405-491-6336)/ Email: [maredwine@snu.edu](mailto:maredwine@snu.edu)

**Employee Contact:**

Gail Collier  
Director of Human Resources  
Southern Nazarene University  
6729 NW 39<sup>th</sup> Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
[405-491-6333](tel:405-491-6333)/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

**TITLE IX DISCLOSURE**

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).