INSTRUCTOR / PROGRAM COORDINATOR IN CYBERSECURITY
TENURE TRACK
ILLINOIS VALLEY COMMUNITY COLLEGE

Reports to: Dean, Division of Workforce Development

Position Summary:

Illinois Valley Community College is seeking an enthusiastic and flexible person to teach and assess student learning in our cybersecurity program. The successful candidate will serve as the program coordinator for the cybersecurity program and play a key role in its development and implementation. Duties would include curriculum development as well as student recruitment activities. In collaboration with colleagues, the candidate would be responsible for ongoing curriculum evaluation and improvement within the context of IVCC's general education philosophy and facilitate student learning outside of the classroom through participation in student activities, college, and community events.

DUTIES AND RESPONSIBILITIES:

- **Learner-centered Instruction**: Teach cybersecurity and related computer courses according to relevant student learning objectives. Regularly assess student learning to continuously improve instruction. Endorse learner-centered scheduling, including evening and Saturday courses, extension courses, dual-credit courses, and /or distance learning.
- **Curriculum Development**: Develop and/or revise course(s) in collaboration with colleagues. Propose and develop inter and/or intra-divisional course offerings. Explore and develop curriculum articulation agreements with area high schools, colleges, and universities.
- **Technology**: Integrate instructional technology as appropriate in the discipline technology, including exploration of on-line course delivery and on-line/web-based course components. Prepare budgets for technology needs for the program.
- **Involvement**: Support IVCC's Student Development activities, and participate in divisional and/or college-wide committees. Facilitate student success by participating in recruitment and retention activities.
- **Professional Development**: Initiate and maintain active participation in professional development opportunities that encompass the discipline of cybersecurity, computer sciences, computer networking, and teaching effectiveness.
- **Philosophy**: Continually strive to achieve the college **Mission**, **Vision, Goals**, and model the college's **Core Values**.

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MORE SPECIFIC PROGRAM COORDINATOR DUTIES:

Schedule Development: Determine course offerings to ensure program continuity, consistent with the master schedule as appropriate to the program. Determine faculty course assignments.

Curriculum Management: Develop and implement new courses and programs, ensuring that curriculum is current with changes in the industry and applicable standards. Develop and update catalog course and program descriptions, degree guidelines/guide sheets and course outlines. Determine appropriate textbooks and communicate to dean. Work with transfer coordinator to ensure maximum articulation. Update counseling staff on any occupational opportunities in the field or changes in the program. Work with ITS staff to develop and maintain program web page.

Program Staffing: Assist with recruiting, interviewing, and checking references for adjunct faculty to staff program course sections. Hire and supervise student workers. Assist with justification for hiring new full-time faculty and participate in the hiring of new full-time faculty. Mentor new full-time and adjunct faculty. Communicate potential teaching schedules to adjunct faculty. Assist with monitoring adjunct faculty in teaching required material per the course outline and reviewing the effectiveness of adjunct faculty, including review of student evaluations. Communicate as necessary with adjunct faculty.

Advisory Committees: Recruit advisory council members. Initiate and conduct at least one meeting per year. Facilitate and manage advisory council meetings and work with colleagues to partner and engage larger audience of regional IT leaders and experts.

Student Recruitment/Retention: Promote program in the community to recruit students. Participate in all division and IVCC recruitment activities. Analyze enrollment and retention data. Work with Dean to maintain program viability. Work with Community Relations and Marketing to develop marketing strategies. Provide some student advisement, such as determining student waivers.

Budgeting: Seek input from other coordinators and adjunct faculty regarding program needs. Submit budget projections to Dean and monitor expenditures.

Program Evaluation: Complete necessary documentation and reports for program evaluation as required by the ICCB, IVCC administration, and other accrediting bodies as applicable. Make recommendations for program changes based on evaluation, including plans for program improvement.

COMPENSATION FOR PROGRAM COORDINATOR DUTIES:

Program coordinators will receive 3 hours release time per semester or equivalent in overload pay. Per the collective bargaining agreement, compensation for summer and additional responsibilities can be proposed to the Dean.

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REQUIREMENTS:

Required

- Bachelor's degree in an Information Technology, Cybersecurity, or closely related field from an accredited college/university
- Three years minimum industry experience
- Educational or work experience with Security+
- Understanding of tools used for digital forensics
- Familiarity with virtualized networks

Preferred

- Master's Degree in an Information Technology, Cybersecurity, or closely related field from an accredited college/university
- Knowledge of security regulatory standards, Certified Ethical Hacker (CEH) qualifications, National Initiative for Cybersecurity Education (NICE) and Department of Defense (DOD) standards
- Cisco Certified Instructor