



# Job Announcement

## Nuclear Technology Program Director

Nuclear Technology Program

Full-Time/Grant-Funded Administrative/Exempt Position

**Salary Range:** \$45,000 - \$55,000 DOQ

**Recruitment Availability:** **Open Date:** August 27, 2010 **Closing Date:** September 27, 2010

**Benefits:** Excellent fringe benefits including health, vision, and dental insurance for eligible family members (requires employee contribution), optional life insurance, long term insurance, and retirement benefits for employee.

This position will provide oversight for the implementation of the nuclear technology grant projects and ensure compliance with Nuclear Uniform Curriculum Program (“NUCP”) requirements. The Nuclear Technology Program Director will serve as the primary academic advisor to current and prospective nuclear technology students, develop and implement program information sessions, and organize nuclear technology admission and scholarship processes. This position reports to the Dean for Career & Technical Education.

## **PRIMARY RESPONSIBILITIES**

- Oversee the successful implementation of Nuclear Technology (“NT”) program grants, assist in preparation of grant proposals, and work closely with appropriate campus departments to meet grant parameters and prepare grant progress/monitoring reports;
- Assist program dean in coordination, management and budget development for the NT program, and provide ongoing oversight of NT budgets;
- Supervise Outreach & Retention Specialist and student workers;
- Work with Outreach & Retention Specialist to develop a bridge program and other retention strategies for NT students;
- Collaborate with Energy Northwest on meeting the Institute of Nuclear Power Operations training accreditation standards;
- Serve as the main contact for students working towards NUCP certifications;
- Work with NT faculty to ensure equipment and supplies are in place for classes/labs;
- Assist program dean in building NT quarter class schedule;
- Develop and revise the NT Student Handbook;
- Track coding of current and prospective NT students;
- Provide advising and educational plan development to new, current and prospective NT students;
- Develop and present program information sessions;
- Organize NT admission and scholarship processes;
- Attend meetings and/or conferences as the NT program representative;
- Attend NT program advisory committee meetings; and
- Perform other related duties as assigned.

## **CBC HUMAN RESOURCES OFFICE**

EEO/Veteran/Disabled Employer & Educator

2600 North 20<sup>th</sup> Avenue • Pasco, Washington 99301 • (509) 542-4740 • <http://www.columbiabasin.edu/jobs>



# Job Announcement

## COMPETENCIES

- **Project Management:** Develop project plans; coordinate projects; communicate changes and progress; complete projects on time and budget; and manage project team activities.
- **Teamwork:** Balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; put success of team above own interests; able to build morale and group commitments to goals and objectives; and support everyone's efforts to succeed.
- **Delegation:** Delegate work assignments; match the responsibility to the person; give authority to work independently; set expectations and monitor delegated activities; and provide recognition for results.
- **Leadership:** Exhibit confidence in self and others; inspire and motivate others to perform well; can effectively influence the actions and opinions of others; accept feedback from others; and give appropriate recognition to others.
- **Managing Other Staff:** Include staff in planning, decision-making, facilitating and process improvement; take responsibility for subordinates' activities; make self available to staff; provide regular performance feedback; develop subordinates' skills and encourage growth; solicit and apply customer feedback (internal and external); foster quality focus in others; improve processes, products and services; and continually work to improve supervisory skills.
- **Quality Management:** Look for ways to improve and promote quality; and demonstrate accuracy and thoroughness.
- **Cost Consciousness:** Work within approved budget; develop and implement cost savings measures; contribute to profits and revenue; and conserve organizational resources.

## REQUIRED QUALIFICATIONS

- Bachelor's Degree from an accredited college or university in a related field;
- Three (3) years of experience advising community college students;
- Experience working with community college students;
- Previous supervisory experience;
- Experience in event planning and educational programming;
- Experience with Columbia Basin College's ("CBC" or the "College") rules, regulations, policies and procedures as they relate to events and program planning from inception to implementation;
- Experience managing grants;
- Excellent communication, organizational, and planning skills; and
- Ability to work independently with minimal supervision.

## DESIRED QUALIFICATIONS

- Master's Degree from an accredited college or university in a related field;
- Familiarity with CBC's NT program; and
- Experience advising NT students.

### CBC HUMAN RESOURCES OFFICE

EEO/Veteran/Disabled Employer & Educator

2600 North 20<sup>th</sup> Avenue • Pasco, Washington 99301 • (509) 542-4740 • <http://www.columbiabasin.edu/jobs>



# Job Announcement

## TERMS OF EMPLOYMENT

This position is available immediately and is a twelve (12) month per year, full-time administrative exempt “at-will” position. The work hours for this position are Monday through Friday from 7:30 a.m. to 4:30 p.m.; however working hours may vary due to work demands and summer schedule. Some duties may require working in multiple areas both on and off campus, with frequent evening hours required.

PROCESS NOTE: In accordance with the Child/Adult Information Act, RCW 43.43.830, the candidate selected for hire will be subject to a Criminal History Background Check. Additionally, pursuant to RCW 43.43.845(3) an inquiry will be made for employees and volunteers in the Washington Courts database for civil adjudications as a condition for consideration of employment.

CONDITIONS OF EMPLOYMENT: In the interest of providing a healthy, safe and secure educational and work environment, and in order to meet the requirements of federal legislation, it is the policy of Columbia Basin College to maintain an alcohol and drug-free workplace for our employees and students.

### PHYSICAL REQUIREMENTS:

- Occasional need to lift at least 20 pounds;
- Ability to sit and stand for long periods of time;
- Frequent need for oral, written and auditory communication;
- Frequent repetitive hand and wrist motions;
- Occasional need for travel; and
- Ability to work in fast paced and/or sometimes stressful situations.

## APPLICATION PROCEDURE

Applicants must submit the following in order to be considered for the position:

1. Completed Columbia Basin College Application for Employment.
  - a. Signed Affirmative Action Data Form.
  - b. Applicant Notification & Disclosure Statement (Background Check).
  - c. Department of Retirement Systems Retirement Status Form.
  - d. Signed Abso Background Check Form.
2. Cover Letter/Introductory Letter that addresses why you are interested in the position and how your background, training, and/or experiences qualify you for the position.
3. Current detailed resume of experience, education, and professional training.
4. Three (3) current letters of recommendation. All letters must have been **written within the last year, be signed and dated**, and be from a person having firsthand knowledge of the applicant’s professional qualifications. Letters should address how the applicant’s qualifications and experience relate to the position. Letters may be faxed directly to the College at (509) 544-2029.

### CBC HUMAN RESOURCES OFFICE

EEO/Veteran/Disabled Employer & Educator

2600 North 20<sup>th</sup> Avenue • Pasco, Washington 99301 • (509) 542-4740 • <http://www.columbiabasin.edu/jobs>



## Job Announcement

5. A copy of your transcripts. Unofficial transcripts are acceptable.
  - a. **Note: If you are hired, you will need to provide official transcripts at that time.**

All application materials must be picked up, sent from the CBC Human Resources Office by U.S. Mail, or downloaded from our website at <http://www.columbiabasin.edu/jobs>. For further inquiries, please contact the Human Resources Office at (509) 542-4740. All application materials must be received in the Human Resources Office no later than 4:30 p.m. (PST) on the closing date. **Only completed applications will be forwarded for consideration by the Screening Committee.**

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

Columbia Basin College operates under an approved affirmative action plan and encourages applications from persons of color, women, veterans and persons of disability. The Human Resources Office is accessible to those with disabilities. If you need accommodation in application or employment, contact the Human Resources Office at (509) 542-4740.

### **CBC HUMAN RESOURCES OFFICE**

EEO/Veteran/Disabled Employer & Educator

2600 North 20<sup>th</sup> Avenue • Pasco, Washington 99301 • (509) 542-4740 • <http://www.columbiabasin.edu/jobs>