JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Director of Engineering Program and Associate Professor</th>
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<tbody>
<tr>
<td>Reporting Relationship:</td>
<td>Dean of the College</td>
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<tr>
<td>Position Type</td>
<td>Exempt</td>
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<tr>
<td>Time Commitment:</td>
<td>Full-time</td>
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<tr>
<td>Work Location</td>
<td>Sunnyvale, California</td>
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Position Summary

Engineering Director role provides program-specific leadership and support for students, faculty, and staff. We are seeking an individual with higher education teaching experience, work history in engineering, and a results-oriented entrepreneurial spirit.

Responsibilities

- Manage teaching staff and supervise Project Managers in a matrix management reporting structure.
- Possess a deep technical understanding in engineering
- The ability to teach and program in multiple programming languages.
- An understanding of mobile application development and other new emerging areas in technology.
- An ability to understand and/or experience working with startup companies and other entrepreneurial efforts.
- Responsibility for the academic quality and growth of the program
- Conduct searches for faculty positions as needed
- Formulate and communicate recommendations for hiring, promotion, retention and evaluation of faculty
- Examine the departmental course offerings and activity
- Determine course schedule and assign faculty for teaching assignments
- Participate in committees, department meetings and student success initiatives
- Hold and lead department meetings
- Manage and provides leadership for faculty
- Train or determine training for faculty
- Collaborate and support college departments and staff members
- Conduct assessment
• Hold regular office hours
• Teach classes as stipulated by agreement
• Create and maintain an active Program Advisory Board for the program
• Foster a positive environment for students
• Ensure curriculum is up to date through program review
• Conduct program knowledge training to staff and faculty
• Serve as an Advisor for students in program as determined by the dean
• Ensure all classes have up to date and relevant syllabi
• Review and approves course substitutions and other requests made by the Registrar’s office
• Work closely with other Program Chairs to ensure the continued growth and health of the college
• Maximize existing resources, while working collaboratively to develop and implement a long-range strategic plan for the program
• Represent the program on key College-wide and Faculty Senate committees
• Build and maintain community and industry relationships, including project partnerships, student opportunities
• Assist in the enrollment process
• Other duties as assigned by supervisor

Knowledge & Skill Requirement:

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<tr>
<th>Experience</th>
<th>Successful college level teaching experience and or Professional experience in the field of study.</th>
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</thead>
<tbody>
<tr>
<td>Domain-specific knowledge</td>
<td>Thorough understanding of the field of study</td>
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<tr>
<td>Organizational skills</td>
<td>Excellent organizational skills. Ability to meet deadlines and to juggle multiple, important priorities, and is comfortable in a fast-paced environment</td>
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<tr>
<td>Communication Skills</td>
<td>Possesses good oral, written and listening skills. Has the ability and willingness to discern and meet the needs of students. Has the ability to establish interpersonal rapport and relate to individuals from a wide range of backgrounds and cultures</td>
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<tr>
<td>Computer Skills</td>
<td>Strong computer skills including ability to collect and analyzes information. Competent with Microsoft Office Word, Excel and PowerPoint. Ability to learn new programs.</td>
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<tr>
<td>Teamwork</td>
<td>Places a higher emphasis on contributions to a work team than on receiving recognition for personal contribution. Ability to work with others in a collegial and productive manner.</td>
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Educational Requirements

Master’s degree in an engineering, math, science, or other technical area of study from a regionally accredited institution. Doctorate (PhD) degree from an accredited institution.

Revised 2013-6-17
Out-of-the Ordinary Working Conditions

Flexibility with schedule and ability to work evenings and weekends as needed

Americans with Disability Specifications

| Physical Demands | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. |
| Work Environment | Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions or any other harmful environmental conditions. The noise level in the work environment is usually moderate. |

EEOC Statement

It is the policy and practice of the Institute to provide equal employment opportunities for all employees and applicants. Employees and applicants are evaluated on individual merit, qualifications and competence. Programs will be administered without regard to race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation or the presence of any sensory, mental or physical disability, the use of a trained dog guide or service animal, or any other characteristic protected by federal, state or local law. This policy is carried out in all of Cogswell’s practices involving employment, including recruitment, hiring, promotions, transfers, compensation, benefits, training and disciplinary action.

Special Instructions:
For consideration, please fill out required application at the link below. Include a cover letter and curriculum vitae.

https://home2.eease.adp.com/recruit/?id=15169032

Revised 2013-6-17