

EXTERNAL POSTING

July 15, 2009

POSITION TITLE: Program Director/Instructor, Hospitality, Restaurant & Gaming Management Program, Sayre Campus, Position 10-F003

THE POSITION: The Program Director/Instructor is in charge of all functions of the Hospitality, Restaurant & Gaming Management Program. Responsible for course instruction, selects and purchases program equipment, prepares statistical reports; recruits and advises students; individualizes the program to meet the needs of students; provides instruction for students preparing for careers in the field of Hospitality, Restaurant & Gaming; updates the curriculum to reflect the current employment market; arranges for speakers, field trips and internship sites for students; coordinates practicums; generates plan of work schedules; maintains appropriate records and student reports; and supervises and trains work-study students and other personnel.

QUALIFICATIONS: Bachelor's Degree; experience in and knowledge of local Hospitality, Restaurant & Gaming market; qualification to teach in the appropriate area; good written, verbal, basic mathematical and interpersonal skills; and willing to enroll in continued education classes if necessary to maintain adequate training for new technological or educational changes required; master's degree preferred.

ANTICIPATED START DATE: Anticipated start date is August 17, 2009.

SALARY: Commensurate with existing salary structure.

APPLICATION DEADLINE DATE: Review of applications will begin immediately and continue until the position is filled.

APPLICATION PROCEDURE: Submit cover letter referencing Position 10-F003, vitae, unofficial transcripts, and the names and contact information of three references to the Office of Human Resources, SWOSU, 100 Campus Drive, Weatherford, OK 73096 or e-mail application materials to jobs@swosu.edu. For more information visit www.swosu.edu.

Southwestern Oklahoma State University is an AA/EEO employer and encourages applications from minorities and women.