

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description FA05**

**JOB TITLE:** Cosmetology Instructor / Recruiter

**DIVISION/DEPARTMENT:** Cosmetology Department

**RESPONSIBLE TO:** Associate Dean, Pittsburg Campus

**MONTHS PER YEAR:** 12

**HOURS PER WEEK:** Exempt

**UPDATE:** 2-2010

**CREDENTIALS/QUALIFICATIONS:**

- Current Kansas Cosmetology Teaching Credential
- Excellent speaking and writing skills
- Ability to communicate effectively
- Leadership abilities
- Computer knowledge
- Valid driver's license

**JOB PURPOSE:** The instructor/recruiter is responsible for recruiting, instruction and leadership in the Cosmetology Department.

**DUTIES AND RESPONSIBILITIES:**

- Oversee daily operations and activities of the FSCC Pittsburg Campus Cosmetology Department
- Promote Cosmetology Program within county and surrounding communities
- Coordinate department meetings and advisory committee meetings
- Travel required for trade shows
- Other duties as assigned by the Associate Dean of Occupational Programs
- Coordinate and administrate reporting of student's hours and student projects
- Attend meetings and conferences as required by the college
- Coordinate and teach classes offered at Pittsburg Cosmetology Department

Salary based on salary schedule associated with the Fort Scott Community College Negotiated Agreement.

All job descriptions are subject to revision based on changing needs of the College

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Signature

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Date