

**SOUTHERN ARKANSAS UNIVERSITY TECH  
POSITION VACANCY NOTICE**

**POSITION TITLE:** Fire Academy Instructor/EMS Coordinator  
**DATE POSITION AVAILABLE:** August 1, 2017  
**APPLICATION DEADLINE:** Applications will be accepted and reviewed until position is filled. Deadline for first consideration is August 16, 2017.

**JOB DESCRIPTION:**

This is a 12-month position. The instructor will work under the supervision of the Director and participate as a member of the instructor team.

Specifically the position assignment includes but is not limited to:

1. Coordinate statewide training for EMS division.
2. Organize and manage classes.
3. Work closely with the Deputy Director in the workings of the sites.
4. Schedule instructors for classes.
5. Coordinate the use of classrooms and equipment.
6. Maintain equipment.
7. Coordinate with outside agencies.
8. Set schedule for the EMS classes, to include instructor and class time-frame.
9. Solicit, coordinate and deliver a variety of EMS training programs to career and volunteer fire departments.
10. Revise current Academy programs and develop new programs.
11. Develop and prepare instructional materials to include written materials, audio-visual materials and training props.
12. Conduct testing and evaluation.
13. Identify potential adjunct instructor candidates.
14. Service as a liaison between the fire service and the Arkansas Fire Academy.
15. Attend fire service meetings and in-service training as well as EMS events.
16. Perform other duties as required or assigned by the Director.

**MINIMUM QUALIFICATIONS:**

1. EMT Certification
2. EMT instructor/CPR instructor.
3. Associate's Degree or complete within 3 years of hire.

**PREFERRED QUALIFICATIONS:**

1. American Heart Association affiliate faculty

**KNOWLEDGE, SKILLS, AND ABILITY:**

1. Ability to conduct training sessions/teach courses according to curriculum outlines.
2. Evaluate student performance.
3. Perform continuous course evaluation.
4. Update curriculum, as required.
5. Must be in excellent physical condition, fully capable of performing firefighting duties.

**ADDITIONAL DUTIES:**

1. Each instructor will be assigned one or more additional duties related to the Fire Academy.
2. Additional duties will include, but are not limited to: class preparation, curriculum update, equipment maintenance, etc.
3. Must be able to work a flexible schedule. Classes are also conducted evenings and weekends.

**SALARY BASE:** \$47,239 (commensurate with degree and experience)

**DATE OF NOTICE:** July 27, 2017

**APPLICATION PROCEDURE:** Applications are available at: [www.sautech.edu](http://www.sautech.edu)

**INQUIRIES MAY BE MADE TO:** SAU Tech Human Resources Office  
(870) 574-4481  
[humanres@sautech.edu](mailto:humanres@sautech.edu)



*Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applications from qualified women and ethnic minority group members are strongly encouraged.*