



Lecturer/Program Director

University of Maryland College Park

Full time

Job requisition ID: JR104140

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Job Description Summary & Additional Information

Organization Summary Statement:

The UMD Criminology and Criminal Justice Program at Shady Grove (CCJS@USG) has delivered a dynamic undergraduate program for over twenty years. The Shady Grove campus is located in Rockville, Maryland and brings together nearly 80 undergraduate and graduate degree programs from nine Maryland public universities on one convenient campus in Montgomery County. Shady Grove provides students access to high-demand academic programs while fostering a supportive, student-centered learning environment.

The CCJS@USG Program is offered to degree-seeking transfer students. The program provides exceptional customer service to both students and faculty, enabling them to focus on learning, teaching, and career exploration.

The CCJS@USG Program Director serves as the primary operational manager for the program. Reporting directly to the CCJS chair in College Park, this individual leads the program's critical entrepreneurial mission. This individual also manages the full lifecycle of academic/career advising, course scheduling, instructor contracts, and especially, student enrollment, recruitment, and retention, ensuring seamless coordination among program staff, department finance directors, Extended Studies, and students.

The Program Director's key duties fall into several overlapping functions: teaching, administrative, and student services. Specifically, teaching responsibilities may include up to 2 (two) classes per academic year as well as supervising all student internships. Administrative responsibilities include proactively recruiting (and retaining) undergraduate students for the CCJS@USG program, managing transfer student enrollment and academic advising, supervising lecturers, hiring and mentoring all instructors, completing course scheduling and transfer credit course evaluations, processing curriculum changes, managing special events throughout the academic year such as open houses, student orientations, and professional development workshops, supervising a full-time coordinator and a part-time faculty specialist, assisting with

commencement ceremonies, and serving on College Park and USG committees. Student service responsibilities involve advising students, developing student research and internship opportunities, and planning career-focused/student-interest events each semester. The Program Director works closely with multiple university stakeholders, including students, faculty, and staff. While this position operates at the Shady Grove campus, occasional travel to the College Park campus for meetings is expected.

Physical Demands:

- Sedentary work is performed in a normal office environment and requires the ability to operate standard office equipment and keyboards.
- Must be able to read a computer screen and type for extended periods
- Must have the ability to walk short distances, and/or drive a vehicle to deliver and pick up materials.

Minimum Qualifications:

Candidates will have earned a Masters degree in a social science field at the time of application. Demonstrated administrative, entrepreneurial leadership, management, teaching, and interpersonal skills are necessary, as well as excellent oral and written communication and an articulated vision for taking the unit to new heights. Demonstrated ability and commitment to working with diverse populations is expected. A successful applicant will also be skilled in the use of Microsoft Office products and be able to interpret and apply policies, procedures, regulations, and laws.

Preferences:

- Ph.D. in Criminology, Criminal Justice or a related field.
- Knowledge of UMD systems, including Workday, Terp Engage, etc.
- Expertise in best practices in recruitment, retention, and exemplary customer service.
- Two to three years of professional leadership experience in student-facing roles within higher education, such as academic advising, student affairs, registration, admissions, orientation, retention initiatives, or career services.

Licenses/Certifications: N/A

Required Application Materials: Cover letter, resume, and 3 references

Best Consideration Date: 6/15/26

Posting Close Date: NA

Open Until Filled: Yes

Department

BSOS-Criminology & Criminal Justice

Worker Sub-Type

Faculty Non-Regular (Fixed Term)

Salary Range

\$90,000-\$120,000

Background Checks

Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify anyone from employment. Before any adverse decision, the finalist will have an opportunity to provide information to the University regarding disclosable background check information. The University reserves the right to rescind the offer of employment or otherwise decline or terminate employment if the information reported by the background check is deemed incompatible with the position, regardless of when the background check is completed.

Employment Eligibility

The successful candidate must complete employment eligibility verification (on Form I-9) by presenting documents that establish identity and work authorization within the timeframe required by federal immigration law, and where applicable, to demonstrate renewed employment authorization. Failure to complete employment eligibility verification or reverification within the timeframe set forth by law may result in suspension or termination of employment.

EEO Statement

The University of Maryland, College Park is an Equal Opportunity Employer. All qualified applicants will receive equal consideration for employment. Please read the University's Equal Employment Opportunity Statement of Policy.

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- Learn how military skills translate to civilian opportunities with [O*Net Online](#)

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