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**JOB POSTING
OFFICE OF HUMAN RESOURCES
July 16, 2026**

POSITION: Program Developer – Bachelor of Science in Health and Exercise Science

DEPARTMENT: Academic Affairs

DIVISION: Academic Affairs

STATUS: Independent Contractor; temporary; exempt

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

Hourly Pay: \$50/hour

General Description:

The Program Developer will lead the planning and development of the proposed Bachelor of Science in Health and Exercise Science degree at Northeast College of Health Sciences. This Independent Contractor position (anticipated duration of 12 months) requires expertise in higher education program development, curriculum design, and compliance with state approval processes. The successful candidate will collaborate with subject matter experts, faculty, and administrators to ensure the program meets institutional goals, New York State requirements, and industry standards. The Program Developer will also be directly accountable for adhering to the program development timeline established by the College.

Specific Administrative Duties and Responsibilities:

- **Program Development**
 - In collaboration with the provost, oversee the development of the proposed Bachelor of Science in Health and Exercise Science curriculum.
 - Identify, recruit, and coordinate subject matter experts to assist in developing course content where needed.
 - Ensure curriculum alignment with institutional learning outcomes, accreditation expectations, transfer eligibility tracks, and workforce needs.
 - Completion of new program packet for Curriculum Committee including all syllabi and required contents for internal review and approval.
- **Policy and Procedure Development**

- Collaborate with college administration to establish policies and procedures related to program admission, progression, transfer/dual enrollment, and completion.
- Contribute to the development of student support structures, academic advising models, and program assessment processes.
- **Facilities and Equipment Assessment**
 - Evaluate the existing athletic center and identify additional equipment needed to support instruction and experiential learning required within the curriculum.
 - Review current laboratory space and recommend modifications or expansions necessary for the program.
 - Determine required laboratory supplies to support foundational sciences, exercise physiology, biomechanics, and related coursework.
- **Regulatory and Accreditation Preparation**
 - Work with administration to prepare and submit the New York State Education Department (NYSED) application for new program approval.
 - Ensure all aspects of the program and NYS proposal meet compliance, accreditation, and quality assurance standards.
 - Provide prompt responses to NYSED inquiries related to application and approval process.
- **Collaboration and Reporting**
 - Maintain close communication with administration throughout the program development process.
 - Provide regular updates on progress and anticipated needs to meet the program development timeline.
 - Carry out other duties as assigned in support of the program's successful design and approval.

Methods of Accountability:

- Meeting established program development and project timeline milestones.
- Adhering to the approved budget for program development.
- Fulfilling the responsibilities outlined in the job description, including active collaboration with administration, faculty, and subject matter experts to ensure all aspects of program development are completed as assigned.

Education, Training and Experience:

- Master's degree in Exercise Science, Kinesiology, Health Sciences, or a closely related field required; Doctorate preferred.
- Professional certifications in related disciplines, such as ACSM Certified Exercise Physiologist (EP-C) or NSCA Certified Strength and Conditioning Specialist (CSCS) preferred.
- Demonstrated experience in higher education program development, curriculum design, and accreditation processes.
- Familiarity with New York State Education Department program approval processes.

- Knowledge of exercise science curriculum, laboratory requirements, and industry standards.
- Experience working collaboratively with faculty, administrators, and regulatory agencies.
- Strong written, verbal, and organizational skills.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.