

**CRIMINAL JUSTICE INSTITUTE  
UNIVERSITY OF ARKANSAS SYSTEM**

**Special Projects Coordinator and Curriculum Specialist**

- Job Description:** The Special Projects Coordinator and Curriculum Specialist is responsible for developing, coordinating and/or implementing special projects and assisting with the development of education and training programs. Special projects include child abduction training programs, crisis intervention, officer safety, and law enforcement management and supervision courses as well as other special initiatives.
- Duties include:** Assisting in the implementation of new training programs by developing and reviewing curricula; acting as a liaison in the enrollment process; acting as an instructor liaison by coordinating with distinguished program instructors; implementing special project budgets, strategy, goals, and timelines; assisting with the coordination and development of online curricula and providing professional assistance in matters relating to law enforcement management curriculum and instruction; and evaluating the relevancy, appropriateness and effectiveness of training delivery and materials to ensure the programs accurately reflect the needs of law enforcement and criminal justice personnel. This position has no supervisory responsibility.
- Qualifications:** Possess a Bachelor's or greater Degree in Criminal Justice, Public Administration, or a related field. Must have a minimum of ten (10) years of experience as a local or county law enforcement officer with at least two (2) years in a supervisory position at a law enforcement agency. Possess experience in the areas of training development, instruction, and project development and implementation. Possess or qualify for law enforcement instructor certification from the Arkansas Commission on Law Enforcement Standards and Training. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Director of the Criminal Justice Institute.
- Salary:** \$50,000s depending on qualifications and experience.
- Closing Date:** Posting will remain open until the position is filled.
- To Apply:** To apply for this position, submit a Criminal Justice Institute application (available at [www.cji.edu](http://www.cji.edu)), résumé, and names and address of three professional references to: Criminal Justice Institute, Attention: Human Resources, 26 Corporate Hill Drive, Little Rock, AR 72205.

***The Criminal Justice Institute is an Affirmative Action/Equal Opportunity Employer.***