The Southern Police Institute is soliciting interest for opportunities as the on-site course coordinator for upcoming sessions of the Command Officer's Development Course (CODC). This is SPI's flagship educational program for mid to upper-level law enforcement managers and is focused on leadership, management, and administrative practices and is traditionally held off-campus at host agency sites. The course is 400 hours in total, offered in five two-week sessions over a period of five months. This is a part-time contracted position and a wonderful opportunity for recently retired police leaders to remain engaged in improving the future of the industry.

The duties of the CODC Coordinator include:

- Receive mailed/emailed course materials from SPI
- Daily classroom setup
- Maintain student attendance records
- Ensure required forms are completed and submitted (registration, photo release, etc)
- Instructor introductions
- Facilitate tests/exams/evaluations
- Evaluate Student projects
- Manage last minute schedule changes
- Act as fill-in instructor, as needed
- Communicate student/instructor/facility issues to SPI
- Communicate with host agency representative
- Facilitate graduation banquet
- Facilitate and Emcee graduation ceremony

Successful candidates will have law enforcement management experience and an educational background sufficient to fulfill the instruction and evaluation duties involved. Attendance at all course sessions is required. Preferred qualifications include command-level experience, graduate-level education, and previous completion of the CODC or Administrative Officers Course through the Southern Police Institute.

The CODC is typically held twice per year, with a fall session held in Clermont, Florida and a spring session held in the Miami Dade area. CODC coordinators are normally assigned one session, resulting in a total commitment of ten weeks over a five-month period. Interested parties should reach out to Dennis Hippert, Associate Director of the Southern Police Institute by email: dennis.hippert@louisville.edu