

Craven Community College

Position: Chair, Industrial and Transportation Programs
Department: Student Learning
Reports to: Dean for Career Programs
Level: Exempt, 18
Status: Full-time
Revised: February, 2010

OCCUPATIONAL SUMMARY

The Chair for Industrial and Transportation Programs reports to the Dean of Career Programs. The Chair provides instructional vision, leadership, management, and support for faculty and curricula in the Industrial and Transportation program areas. The Chair teaches as needed in the instructional area.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

- Develops and implements a vision for the Industrial and Transportation disciplines; develops and oversees the budget and management of day-to-day operations;
- Provides orientation, training, mentoring, support, and supervision for adjunct faculty;
- Responsible for leadership, development, coordination and supervision of the programs assigned to the area; and ensures compliance with accreditation standards and college requirements;
- Assesses and continually improves curricula, materials, and delivery, ensuring that state-of-the-art methods and materials are used, and that academic standards are upheld;
- Assesses and communicates professional development needs to the Center for Teaching and Learning;
- Builds a student-centered schedule of course offerings for students, working collaboratively with all College Deans and Chairs, and the Registrar;
- Coordinates the development and accomplishment of individual and group short and long term goals;
- Manages Center resources, including rooms, buildings, equipment and supplies;
- Coordinates textbooks, media, supply and equipment orders and procurement;
- Reviews and evaluates instructional materials, including syllabi and other documents;
- Addresses and resolves student and personnel matters;
- Communicates effectively with faculty and staff through monthly meetings and other methods;
- Represents the College by participating in relevant community and professional organizations and student recruitment opportunities;
- Manages and evaluates FTE generation and faculty course loads;
- Works directly with the Planning and Assessment Center to improve the College's effectiveness, and to develop and maintain a culture of evidence-based actions and continuous improvement, including annual program reviews and advisory committee and other stakeholder input;
- Establishes, maintains, and promotes effective relations and communication with individuals, college offices, and external agencies;
- Assist in the review, update, and documentation of processes, procedures, and protocols on an annual basis;
- Updates content of web site, catalog, and other media pertaining to area; and
- Other duties as assigned by the supervisor.

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QUALIFICATIONS

- Minimum of five years work experience in instructional or industrial area; credentialed to teach in community college discipline; knowledgeable of current student learning issues and trends; collaborative and inclusive leadership style; exceptional oral, written, organizational and interpersonal skills; commitment to student-centered principles, customer-service orientation and understanding of community college mission.
- Master's Degree from an accredited institution of higher learning.