
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Internal Posting Only

Associate Division Chair, Arts & Sciences

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas; the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Purpose and Function of the Position

The Associate Chair is responsible for assisting with the administrative functions of the Division Chair to which he/she is assigned under the direction of the respective Division Chair. These duties may include, but are not limited to, assisting the Chair in the following functions:

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Specific guidelines would be determined by the requirements of the assigned curriculum department and overall program area. Previous teaching experience required along with a terminal degree in content area assigned to this position.

Knowledge, Skills and Abilities:

1. Knowledge of management and administrative principles and practices
2. Knowledge of community college organizational structure including the integration of academic, continuing education, and student services programs
3. Ability to develop and maintain effective working relationships with community organizations, businesses, college staff, and the general public
4. Ability to gain cooperation through discussion and consensus-building processes
5. Ability to effectively direct the provision of academic instruction for the College

Primary Responsibilities:

1. Participate in the development, planning, and implementation of goals and objectives related to the assigned curriculum programs.
2. Ensure marketing, recruiting, and retaining efforts.
3. Assist in the development of the course schedule for each semester for assigned areas.

4. Recruit, select and orient part time instructors in assigned areas.
5. Lead and supervise instructors in assigned departments to ensure deadlines and curriculum requirements are met.
6. Advise students in the areas of academic planning and learning support.
7. Arrange attendance of faculty at recruiting, fundraising and other events on behalf of SCC.
8. Ensure faculty adhere to departmental budgets.
9. Lead development and implementation of departmental assessment/program unit strategic plans.
10. Work with the Division Chair to ensure compliance with external regulatory agencies where applicable.
11. Coordinate textbook decisions.
12. Ensure accuracy of course catalog and oversee revisions in assigned programs.
13. Facilitate development of new courses in conjunction with the Division Chair and program faculty.
14. Schedule administrative hours in conjunction with the Division Chair.
15. Assess online courses for compliance with minimum standards.
16. Prioritize equipment and software needs where applicable.
17. Conduct peer observations according to professional development system for both full and adjunct faculty.
18. Maintain labs, where applicable, related to equipment and supplies, maintain lab records, ensure preventative maintenance procedures are in place, purchase of supplies and parts and supervise lab technicians.
19. Analyze enrollment data to determine marketing and/or promotional needs and implement enrollment management strategies.
20. Enhance communication with area high schools through information sessions, etc.
21. Build community and business relations.
22. Coordinate career-oriented activities with program faculty and Student Services.
23. Act as communication liaison between Division Chair and faculty.
24. Attend scheduled meetings and coordinate meetings for program faculty.
25. Explore innovative scheduling options, recommend instructor assignments and review schedules for accuracy.
26. Coordinate the distance education offerings, with Learning Technology Systems Manager, in curriculum program(s) and or instructional area(s).
27. Submit adjunct faculty credentials for approval.
28. Acts as Division Chair designee in conjunction with the Vice President of Academic Affairs.

The successful candidate should expect to begin in the new assignment by March 1, 2018.

A resume and letter of interest addressing the requirements must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for applications is February 16, 2018.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310.
www.sccnc.edu

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