
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Internal Posting Only

Division Chair, Public Services

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 is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

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

To plan, organize and direct the instructional, curriculum, and administrative activities of the division; to ensure that the curriculum programs comply with the College and NCCCS standards, policies and procedures; to review performance data and recommend corrective actions to improve low performing programs; and to provide highly responsible staff assistance to the Vice President of Academic Affairs.

Essential Duties:

1. Participates in the development, planning, and implementation of goals and objectives related to the assigned curriculum programs.
2. Ensures that marketing, recruiting, and retaining students are expectancies for faculty in all departments.
3. Coordinates the development of the course schedule for each semester.
4. Recruits, selects and orients part time instructors in assigned areas.
5. Leads and supervises instructors in assigned departments to ensure deadlines and curriculum requirements are met.
6. Advises students in the areas of academic planning and learning support.
7. Arranges attendance of faculty at recruiting, fundraising and other events on behalf of SCC.
8. Manages departmental budgets as determined by the Vice President of Academic Affairs.
9. Leads development and implementation of departmental assessment/program unit strategic plans.
10. Works with the Vice President of Academic Affairs to ensure compliance with external regulatory agencies where applicable.
11. Coordinates textbook decisions.
12. Ensures accuracy of course catalog and oversee revisions.
13. Facilitates development of new programs in conjunction with the Vice President and program faculty.
14. Prioritizes equipment and software needs where applicable.
15. Conduct peer observations according to professional development system for both full and part time faculty.

16. Maintains labs where applicable related to equipment and supplies, lab records preventative maintenance and purchase of supplies and parts and supervise lab technicians.
17. Analyzes enrollment data to determine marketing and/or promotional needs.
18. Enhances communication with area high schools.
19. Builds community and business relations.
20. Coordinates career-oriented activities with program faculty and Student Services.
21. Acts as communication liaison between Vice President and faculty.
22. Attends scheduled meetings and coordinate meetings for program faculty.
23. Explores innovative scheduling options, recommend instructor assignments and review schedules for accuracy.
24. Coordinates the distance education offerings in the curriculum program(s) and or instructional area(s) with Learning Technology Systems Manager.
25. Assists with Perkins grant responsibilities.
26. Submits faculty qualifications applications for approval.

Education and Experience:

The Chair must be qualified to teach in one of the discipline areas in the division. Must have at least five years of teaching experience in higher education, preferably at a community college.

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.

The successful candidate should expect to begin in the new assignment by August 6, 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 June 25, 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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