



Position Title:	Department Chairperson		
Reports To:	Director		
Department:	School of Business	Job Code:	0162
Prepared By/Date:	Jennifer C. Brito/08-27-2009	Job Group:	PEC
Approved By/Date:	Dr. Lourdes Oroza/05-25-2011	Salary Grade:	18
Revised:	Donna French/05-25-2011	FLSA Status:	Exempt

Summary:

This position provides academic leadership to the Business Department and serves as an integral member of the College and Campus administrative team. Facilitates learning, quality teaching, scholarships and services. Provides support and advice in the collective bargaining agreement.

Essential Duties and Responsibilities:

- Supervises the development and/or revision of curricula, and implements instructional programs
- Develops course schedules and faculty assignments
- Hires, Supervises, and evaluates personnel
- Teaches at least one (1) course within the discipline per academic year
- Prepares and maintains departmental budgets
- Manages labs, equipment, and other departmental resources
- Ensures the effective implementation of the faculty advancement processes
- Provides program information and assures the availability of advisement services for students
- Serves on Campus and College-wide committees
- Participates in the development and implementation of College policies, procedures and guidelines
- Resolves issues and problems that may arise with faculty, staff and students
- Provides training opportunities for employees
- Maintains SACS (Southern Association of Colleges and Schools) accreditation compliance
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge and understanding of a wide range of instructional systems development, training methods, techniques, and formats
- Knowledge of the requirements of accreditation agencies
- Excellent organizational and communication skills (both oral and written)
- Skill in budget preparation and management
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to write speeches and articles for publication that conform to prescribed style and format
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to effectively present information to top management, public groups, and/or boards of directors

- Skill in Microsoft and business related computer applications
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work in a multi-ethnic and multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Masters degree in a Business discipline and five (5) years of related experience in higher education and/or teaching

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name