

Job Description

Job Title Department Chairperson, Culinary

Job ID 996239

Location Wolfson Campus

Job Details

Job Family	ADMIN- Professional Exempt Contractual (PEC)
Grade	18
Salary	\$82,649.00 - Flat Rate
Department	Miami Culinary Institute
Reports To	Dean, Faculty
Closing Date	Open Until Filled
FLSA Status	Exempt - Not Eligible for Overtime Compensation
First Review Date	May 18, 2017

Job Summary

The Culinary Department Chair provides academic leadership, serves as an integral member of College and Campus administrative teams, and works closely with Deans, Associate Deans, Directors and Campus Presidents. Facilitates learning, quality teaching, scholarships, and services. Provides support and advice in the collective bargaining process, and ensures adherence to relevant areas of any collective bargaining agreement. This is a Professional Exempt Contractual (PEC) position for which an annual contract reflecting the base salary within the fiscal year (July 1st to June 30th) will be issued after ratification by Miami Dade College’s District Board of Trustees.

Duties & Responsibilities

- Supervises the development and/or revision of curricula; implements instructional programs
- Develops course schedules and faculty assignments
- Hires, supervises and evaluates personnel; hires adjunct faculty
- Teaches at least one(1) 3 credit course within the discipline per academic year

- Ensures departmental compliance with SACS (Southern Association of Colleges and Schools) accreditation guidelines
- Prepares and maintains budget, labs and equipment
- Ensures the effective implementation of the faculty advancement processes
- Provides program information and ensures 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
- Engages in resource development activities
- Resolves issues and problems that may arise with faculty, staff and students
- Provides training opportunities for employees
- Performs other related duties as required

Minimum Requirements

- Master's Degree in an appropriate discipline and five (5) years of relevant experience in higher education and/or teaching
- All educational degrees must be from a regionally accredited institution
- 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).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Skill in budget preparation and management.
- Skill in computer applications.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- 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.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work in a multi-ethnic and multi-cultural environment.

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