

Position	Director of Culinary Arts
Division:	Business Administration
Reports to:	Chair, Department of Hospitality Management and Culinary Arts
Position Summary	A faculty member at Livingstone College has the primary function of teaching, assessing student performance in the career discipline, and the continuous improvement of programs. Secondary functions include professional development and scholarly activities, mentoring, advising students, and service to the College and profession. The successful candidate must be available to begin 02 January 2018.
Essential Duties & Responsibilities <i>The results you will deliver each day that matter most!</i>	<p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Provide leadership and administration of the Associate of Arts in Culinary Arts and the Certificate program in Culinary Arts • Responsible for Curriculum, assessment and program development • Advise and register students • Demonstrate personal culinary skills and the ability to prepare students to qualify for immediate employment in restaurants and culinary establishments where chefs are needed • Train students in proper food handling techniques, equipment usage, sanitation and safety, menu planning and execution, food production, dining service, and other culinary experiences • Oversee the development of syllabi that align program learning outcomes with student learning outcomes • Use Blackboard as an instructional tool to teach, assess student performance, and post student grades • Collaborate with campus-wide services on student recruitment and retention • Develop strategies that drives program growth • Facilitate the assessment of course outcomes; student satisfaction, student retention and use results to improve program quality • Collaborate with the campus community and serve on campus-wide committees • Participate in professional organizations and provide community service • Work flexible hours, evenings and weekends as needed for events
Education/ Experience <i>What you will need to be successful!</i>	<p>Required: The MA / MS degree in Culinary Arts or closely related field preferred from a regionally accredited university. A minimum three years teaching and industry experience, Servsafe certification and/or Certified Chef.</p> <p>Other skills and abilities include strong written and oral communication skills; working knowledge of Microsoft Word, Excel, Publisher and PowerPoint. Must be driven by the following values: Excellent Customer (Student) Service, Creativity, Quality, and Teamwork.</p>
Life at Livingstone College	Livingstone College is a private, four year liberal arts institution founded in 1879 by the African Methodist Episcopal Zion Church. Secured by a strong commitment to quality instruction, the College offers excellent liberal arts and religious education programs for students designed to develop their potential for leadership and service to a global community.

About Livingstone College: <http://Livingstone.edu>

Livingstone College is an equal opportunity employer that employs qualified individuals based upon job related qualifications regardless of race, religion, ancestry, gender, sexual orientation, national origin, age, disability, marital status, domestic partner status, medical condition, political affiliation or any other classification proscribed under applicable federal, state or local law. Livingstone College complies with all laws regarding reasonable accommodation for disabled candidates and employees. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact Human Resources in order to arrange such accommodation. We offer competitive compensation and an attractive benefits package. No recruiters or agencies without a previously signed contract.

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