



POSITION VACANCY

May 16, 2016

Name of Position: Division Chair, Business and Computer Technologies
Applications accepted through: June 3, 2016
Effective Date of Employment: August 1, 2016
Length of employment: Full-time, 12 month position
Salary Range: Commensurate with education and experience

Position requirements:

A Master's Degree and 18 graduate credit hours is required in one of the Business and Computer Technologies program areas. Three to five years of successful experience in educational administration, preferably at the Community College level is required. At least five years' experience as a business or computer technology faculty member in a post-secondary institution, community college experience is preferred. Applicants must demonstrate excellent oral and written communication skills and proven leadership abilities.

Position duties:

The division chair provides leadership in the Business and Computer Technologies Division. He/she prepares and monitors budgets, directs the division's annual planning and evaluation activities, manages academic schedules, recruits, supervises and evaluates faculty, manages faculty workloads, directs registrations, and monitors and evaluates current curricula and course offerings. The chair also actively promotes student recruitment, retention, and completion initiatives, serves as academic advisor, teaches a minimum of 3-6 contact hours per semester, works with program advisory committees, and works on other projects assigned by the Vice President for Academic and Student Services.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

INSTITUTION: Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.

APPLICATIONS:

Submit an original Wayne Community College employment application and all support materials, including copies of transcripts of all post-secondary studies to Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002. Applications may be downloaded from our website at www.waynecc.edu. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.