

MATC Job Description: General Education Division Chair

Job Classification: Faculty Special Assignment

Work Schedule: Flexible hours, Monday – Friday. May be asked to attend limited meetings during non-instructional/working days.

Contract Duration: This appointment is to be reassessed at the end of each fiscal year; the position may be reassigned without new application.

Compensation: Academic Year Stipend of \$3,000.00

Reporting Relationship: Dean of Advanced Technologies/CAO

Position Summary:

The General Education Division Chair fosters collaboration and coordination in the General Education department of MATC, acting as a liaison between the Mathematics, Communication, Sciences, Business Faculty and MATC Administration to promote seamless operation of academic programming and ensuring desired outcomes are achieved. The Division Chair is responsible for effectively managing the academic operational needs of the Gen. Ed Division including orchestrating class scheduling, assessing program budgeting, approving departmental requisitions and purchasing, validating program data for reporting, and productively advocating on behalf of the division.

Major Duties/Responsibilities:

- Assesses and communicates with departmental faculty regularly on the academic operational needs of the Gen Ed. Division.
- Assists with ensuring the smooth daily operation of department faculty, facilities and scheduling.
- Coordinates with department faculty, academic staff, and administration to identify and establish ideal schedule of course offerings each semester.
- Works with Administration to assess and establish the budgetary needs and financial sustainability of the department.
- Effectively coordinates with faculty and administration on departmental requisitions and purchasing of program resources.

MATC Job Description: General Education Division Chair

- Aides in compiling and validating key program data and information, ensuring strict compliance to reporting performance standards and affirming the accuracy and integrity of program data.
- Involves necessary faculty and other stakeholders in broad departmental decision-making and planning.
- Implements and upholds college and departmental policies and procedures.
- Fosters positive morale and cohesiveness throughout the department.
- Completes additional agreed-to-items and tasks (i.e. events, supporting grant proposal development, etc.)

Qualifications:

- Minimum of two-years MATC faculty employment preferred.
- Three years of relevant experience in professional academic environment preferred.
- Experience in academic coordination, scheduling, and program management preferred.
- Thorough understanding of budgeting and financial management within an academic setting.
- Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels of the university.
- Proficient Knowledge in academic operational procedures, including course scheduling, budgeting, and data reporting.
- Quality attention to detail and ability to thoroughly analyze academic program needs.
- Ability to multitask, problem-solve, and work collaboratively in a dynamic academic environment with diverse personnel.
- Superlative academic record and standing within MATC.

Physical Demands:

- Ability to sit, and work at a computer for extended periods of time.

MATC Job Description: General Education Division Chair

- Ability to read computer screens and mail, email, and talk on the phone.
- Ability to lift and move supplies up to twenty-five (25) lbs.
- Ability to operate a computer keyboard and mouse effectively
- Ability to work and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff, faculty, administration, and guests.
- Ability to effectively cultivate and support a team-based, highly interdepartmental communicative, hands-on approach that is conducive to MATC's culture.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at anytime due to changes in department or institutional requirements.

2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an "at-will" employee.

3. All employees of Manhattan Tech are considered "responsible employees" pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.

4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.

5. All "offers of employment" are subject to criminal background check prior to employment.