**POSITION ANNOUNCEMENT**

**POSITION:** Department Chair

**JOB DUTIES:**
Reporting directly to the dean of the division, the department is responsible for coordinating division faculty under the direction of the division Dean in the provision of academic programs. Coordinates activities with other department chairs, deans, and other administrators as part of the Academic Leadership Team; makes expeditious and sound decisions on issues related to the performance of duties and responsibilities within the position's authority and the organizational structure of the college; Supervises and provides support to faculty as designated within the organizational structure of the college; orders books, materials, and supplies for effective delivery for coursework; ensures adherence to faculty work schedules and office hours; observes and documents effectiveness of adjunct faculty; ensures administration of and reviews quarterly course evaluations by students; Works with Human Resources to recruit and coordinate faculty hires in designated areas; verifies appropriate faculty qualifications; Works with program faculty in the curriculum review process; recommends curriculum changes to Dean. Prepares all semester scheduling for programs under the supervision of the dean; ensures compatibility with other program areas where applicable; ensures appropriate faculty loads; Assists faculty in addressing all aspects of verifying program learning outcomes, including identification, review, revision, measurement and analysis of said outcomes; Works to ensure the consistent exercise of academic policies, procedures, rules, regulations, and other criteria or guidelines; Reviews academic program budgets under assigned supervision with program faculty; ensures program faculty adherence to budget and purchasing requirements; Participates in program enrollment processes, including advisement and registration; Oversees the development, review and revision of course syllabi; Assigns new faculty on college policies and procedures; assigns faculty mentors as appropriate; Assists faculty in the attainment and continuance of program-specific accreditation. Compiles program statistics; Reports to Dean any faculty absences, student grievances and appeals, and other matters; participates in the student academic appeal process; Coordinates catalog reviews for programs under assigned supervision; Facilitates procurement of program/course equipment and supplies; Teaches no more than three courses within the division.

**MINIMUM QUALIFICATIONS:**
A Master's degree from an accredited college or university in Accounting, Business or related field. At least two (2) years of teaching experience in an instructional position for programs that have associate degrees and appropriate certifications, licensure. Proficient with Blackboard LMS and the Microsoft Office Suite. Outstanding oral and written communication skills. Demonstrated ability to work well with and build relationships with faculty, administrators, staff, and students. Demonstrated experience at successfully managing a staff.

**PREFERRED QUALIFICATIONS:**
A Doctor's degree from an accredited college or university in a related field. At least one (1) year of experience in an instructional position, and leadership experience. Proficient with Blackboard LMS and the Microsoft Office Suite. Outstanding oral and written communication skills. Demonstrated ability to work well with and build relationships with faculty, administrators, staff, and students. Demonstrated experience at successfully managing a staff.

**WORK SCHEDULE:**
Must be able to work evenings and weekends. Will require a flexible schedule.

**SALARY:**
Salary is commensurate with education and experience.

**BENEFITS:**
Regular State of Georgia benefits

**DATE POSTED:**
03302017

**TO APPLY:**
Atlanta Technical College only accepts electronic application from the following: Visit [https://www.easyhrweb.com/JC_AtlantaTech/Job%20Listings/JobListings.aspx](https://www.easyhrweb.com/JC_AtlantaTech/Job%20Listings/JobListings.aspx) to apply: Instructions: Press control then click on link to go to ATC Job Center

Background check required

**CLOSING DATE:**
Open Until filled

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(Title VI and IX) contact Sylvie Moses, equity/special needs coordinator, Atlanta Technical College, Cleveland Dennard Center, Suite B164, 404.225.4434. Email: smoses@atlantatech.edu. To request reasonable accommodations upon enrollment (Section 504/ADA), contact Sylvie Moses, career planner/special needs, Student Affairs Division, Cleveland Dennard Building, Suite B164, 404.225.4434. Email: smoses@atlantatech.edu. Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, GA 30310. 07312013