



DIVISION CHAIR, HUMANITIES AND COMMUNICATIONS ACADEMIC AFFAIRS

REPORTS TO: Provost
E CLASS: FT 12 Month
FLSA: Exempt

PURPOSE:

The Office of the Provost invites application for the Division Chair of Humanities and Communication. Each division in the college is led by a Chairperson who reports to the Provost. The Chairperson is responsible for organizing and directing the work of the division. Their primary duties involve setting goals, planning for the short and long term, hiring personnel to fill vacancies, and preparing teacher assignments and course offerings for each semester and term. In addition, the Chairperson is responsible for developing budget requests in compliance with guidelines and divisional needs, maintaining an activity file for each faculty member, supervising and evaluating the personnel and work of the division, administering college property assigned to the division, and maintaining continuous efforts to develop and maintain effective, high-quality instruction.

ROLE OF THE DIVISION CHAIRPERSON:

- Responsible and accountable for setting and advancing the academic strategy for the division in accordance with the Provost's direction and the Administration's strategic plan
- Oversees daily operations and coordinates activities of Academic Affairs; determines priorities; ensures policies and guidelines are followed.
- Coordinates activities of Academic Affairs with inter-related activities of other offices, departments, or staff to ensure optimum efficiency and compliance with appropriate policies and procedures.
- Be an active member of the Faculty Instructional Council and contribute to the overall leadership and management of the Faculty.
- Develop and sustain appropriate management structures, consultation, decision-making, and communication with staff and students.
- Reviews progress of academic personnel and is responsible for performance reviews and, where warranted, recommendation for continuation of contracts, promotions, and non-renewals as requested by the Provost.

REQUIRED QUALIFICATIONS:

A doctorate or relevant terminal degree in a field of study within the Division's programs. At least three years of tested experience in student success, retention initiatives, and academic leadership roles and college level in person instruction experience required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Promote and present the College both internally and externally.
- Ensure the best possible student experience through fulfilling the Colleges' responsibilities concerning students regarding their admission, instruction, progress, and examination.
- Adherence to the regulations and procedures of Faculty handbooks.
- Refresh and develop new programs to attract new students.
- Prepare and maintain documentation and records about Academic Affairs for reports including but not limited to board reports, instructional council, and accreditation.
- Coordinate meetings, conferences, or special activities.
- Collaborates with other Division Chairs, faculty, and staff regarding Academic activities.
- Develop, research, and assess academic activities that support retention, academic achievement, and graduation rates.
- Conduct college business with professionalism and ethical responsibility, prioritizing student success, staff development, strong infrastructure, and effective partnerships.
- Communicate effectively professionally, tactfully, and courteously with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines, and other applicable laws about employment and education.
- Perform assigned responsibilities, related duties, and tasks safely and with minimal supervision, according to established practices, procedures, techniques, and standards.
- Performs other duties appropriate to the title and unit as assigned that support the mission of the College.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of college and department policies, procedures, and practices with the ability to answer work-related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA) and other applicable laws about employment and education; ability to present materials effectively to individual students or groups; some knowledge of ADA regulations with regards to making referrals and providing necessary accommodations.

Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical, and planning skills; ability to participate as a team member; ability to understand and interpret rules and regulations; and ability to adjust to change; skill in budget development and management; ability to prepare and analyze financial reports; ability to handle confidential material judiciously; ability to work accurately and efficiently in a fast-paced environment with frequent interruptions; ability to use independent judgment and discretion; ability to manage multiple projects.

Ability to utilize current College and department information technology (GradesFirst, Learning Management System, etc., office machines such as telephones, copiers, etc.

Ability to respond meaningfully to the needs of individuals with respect and sensitivity; ability to exchange ideas, information, and opinions with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present

materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning.

Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use independent judgment and discretion; ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

WORK ENVIRONMENT:

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects.

TRAVEL:

Travel may be required.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a Resume, Cover Letter, Unofficial Transcripts, and application to hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).