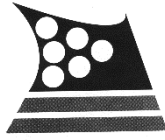


**Blackfeet Community College**



**Position Description**

**Liberal Arts/General Core Division Chair**

<b>Closing Date</b>	<b>November 29, 2017 @ 3:00 PM</b>
<b>Salary</b>	<b>\$54,000.00</b>
<b>Department</b>	Academic Affairs
<b>Personnel Definition</b>	Administrator, Regular Full-Time
<b>Term of Employment</b>	10 months/year, 22 pay periods
<b>FLSA</b>	Exempt
<b>Supervision Received</b>	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> <li>• Vice President for Academic Affairs (Liberal Arts, USDA Equity).</li> <li>• President</li> </ul>
<b>Supervision Exercised</b>	Will supervise all full time and part time faculty in the Liberal Arts/General Core Division and the HiSet Examiner
<b>General Statement of Duties</b>	Division Chairperson will be responsible for planning, developing and implementing a program designed to support Blackfeet Community College's mission and goals, which includes a transfer or a two-year AA degree program, including coordinating and administering the 2+2 NASX degree program with the University of Montana. Division Chair will be responsible for the overall operation of the program.
<b>Specific Area of Duties</b>	<ul style="list-style-type: none"> <li>• Responsible for the supervision of all faculty and staff under the division.</li> <li>• Teach up to six (6) credits in their discipline</li> <li>• Perform administrative duties and coordination of all activities under the division</li> <li>• Recommend to the Vice President needs and modifications necessary to the functioning of the division</li> <li>• Coordinate, manage, collaborate, and solve problems to attain educational goals</li> <li>• Act as an advocate for faculty</li> <li>• Facilitate community relations, as appropriate</li> <li>• Complete required reports such as personnel absence reports</li> <li>• Coordinate with faculty on textbooks for the division</li> <li>• Work with faculty to ensure all classes are up to date</li> <li>• Conduct regular divisional faculty meetings and participate in curriculum meetings</li> <li>• Maintain a file of current syllabi for all instructor in all classes in division</li> <li>• Evaluate division faculty as outlines in the faculty policy manual</li> <li>• Develop advisory committees to support program goals</li> <li>• Attend division chairperson's meetings</li> <li>• Work closely with Vice President coordinating all instructional activities</li> <li>• Work with the Grants Management office on grants budgets in consultation with</li> </ul>

	<p>division faculty and make recommendations to the Vice President</p> <ul style="list-style-type: none"> <li>• On behalf of the division, request information of capital items for the division and submits those requests to the Vice President</li> <li>• Represent division on appropriate campus committees such as those involving campus leadership, strategic planning, budget, academic issues, and student issues</li> <li>• Responsible for learning outcomes for the division</li> <li>• Responsible for catalog information for the division</li> <li>• Responsible for curriculum under the division</li> <li>• Provide instructional leadership for the division</li> <li>• Communicate college philosophies, objectives, policies, and procedures to the division faculty</li> <li>• Other duties necessary to the function of BCC, as needed.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Master degree in a Liberal Arts or related field from an accredited college/university required; doctorate degree in a Liberal Arts or related field from an accredited college/university preferred; and</li> <li>• Minimum of three years teaching degree specific courses at an adult and higher education institution required.</li> </ul>
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> <li>• Knowledge of curriculum development</li> <li>• Knowledge of administrative and managerial duties.</li> <li>• Knowledge of budgeting and financial controls.</li> <li>• Knowledge of grant writing and reporting to maintain or improve curriculum</li> <li>• Knowledge of Native American learning and teaching styles</li> <li>• Knowledge of Blackfeet tribal, historical and cultural ways and means</li> <li>• Knowledge of Tribally Controlled Community Colleges</li> <li>• Knowledge of operating procedures as required by BCC Policies Procedures</li> </ul> <p>Skills Required:</p> <ul style="list-style-type: none"> <li>• Organizing, coordinating, planning, and teaching using a variety of methods</li> <li>• Must have excellent interpersonal communication and writing skills.</li> <li>• Proficient computer and technology skills, preferably using Microsoft Office.</li> <li>• Excellent organizational, problem solving and public-relations skills.</li> </ul> <p>Abilities Required:</p> <ul style="list-style-type: none"> <li>• Ability to prioritize a multitude of tasks and make effective and timely decisions.</li> <li>• Ability to motivate employees and students in a diverse and non-traditional environment.</li> <li>• Ability to establish and maintain a positive working relationship with employees, administration and the public.</li> </ul>
Complexity	<p>This person is required to have an extensive knowledge of the principles, techniques and ethics of instruction, particularly with Native Americans and adult students. The person needs to have working knowledge of research techniques and how to develop curriculum.</p>
Personal Contacts	<p>Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are</p>

	necessary to contact to conduct day-to-day business operations of the Liberal Arts/General Core Division.
Physical Demands	Work is performed in a normal office/classroom environment, with normal demands of office/classroom work applicable. Walking, standing, and sitting at a desk are required. Some lifting will be required, i.e., books, equipment and other materials. The noise level in the work environment is usually quiet.
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> <li>• Position Description</li> <li>• Employee Contract</li> <li>• BCC Policies and Procedures Manual</li> <li>• BCC Catalog</li> <li>• All applicable tribal, federal and special policies, laws, rules and regulations as they apply.</li> </ul>