CAPE FEAR COMMUNITY COLLEGE
MARINE DEPARTMENT CHAIRPERSON

DEFINITION

To coordinate, plan, and review the educational services of the Marine Technology program; to coordinate assigned activities with other college programs, divisions, department, campuses, and outside agencies; and to provide highly responsible and complex administrative support to the Dean of Vocational and Technical Education.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean of Vocational and Technical Education.

Exercises direct and indirect supervision over instructors and clerical staff.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Develop, plan, implement and administer the goals and objectives as well as policies and procedures regarding the college Marine Technology program; approve new or modified systems, policies, and procedures.

Evaluate and participate in the activities and operations of the college Marine Technology program. Evaluate and ensure that operations meet the goals and objectives of the college and the needs of the student population. Establish and monitor program evaluation systems and procedures.

Supervise and participate in the development and administration of the college Marine Technology program budget; monitor and approve expenditures; implement mid-year adjustments.

Direct, oversee and participate in the development of the Marine Technology program work plan; assign work products activities, projects and programs; monitors work flows; review and evaluate work products, methods and procedure.

Participate in the selection of staff; train, motivate and evacuate personnel including faculty; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Provide direction for the development, implementation and review of curriculum, course and programs.
Provide staff assistance to the Dean of Vocational and Technical Education; prepare and present staff reports and other necessary correspondence.

Other Important Functions:

Serve on a variety of committees and study groups; research and develop recommendations related to academic and instructional programs.

Coordinate the Marine Technology program’s effort to recruit and retain students; coordinate the development, review, and revision of program publications, publicity, and other community relation’s activities.

Coordinate the instructional advising, certification, and support services of the department.

Coordinate the selection, use and maintenance of equipment and facilities assigned to the department; may identify, negotiate, and contract for educational facilities and locations.

Represent the college to the community and outside organizations.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Marine Technology and Oceanography equipment, and instructional techniques.

Basic navigation and seamanship skills.

Organizational and management practices as applied to the planning, analysis and evaluation of programs, policies, and operational needs.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, Local Laws, codes and regulations.

Principles and procedures of academic and instructional program development and administration for Marine Technology.

Principles and practices of curriculum development and instructional strategies.

Current trends, research and development in the area of Marine Technology.
Ability to:

Interpret and apply college goals, objectives, policies, procedures, rules, and regulations.

Analyze problems; identify alternative solution, project consequences of proposed actions, and implement recommendations in support of goals.

Select, supervise, train, and evaluate assigned staff.

Effectively direct the provisions of the Marine Technology area in support of the college.

Gain cooperation through discussion and persuasion.

Interpret and apply Federal, State, and Local policies, procedures, laws, and regulations.

Oversee the preparation and administration of the Marine Technology program budget.

Conduct committee meetings in an efficient manner.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Communicating with others
- Operating assigned equipment
- Handling varied tasks simultaneously

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Standing or sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity, which allows the capability of:

- Making sound decisions
- Evaluating the effectiveness of programs and personnel
- Demonstrating intellectual capabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative-working relationships with those contacted in the course of work.
**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of increasingly responsible experience with responsibility for academic and instructional programs in an administrative capacity including at least two years of experience in teaching and/or counseling at a post-secondary level.

**Training:**

A Master’s degree from an accredited college or university with major course work in oceanography, marine science, or a related field.