

Vacancy

H. Lavity Stoutt Community College is inviting applications for the position of
Head, Marine/Maritime Studies Department



Job Description: Responsibilities

The Head of the Marine/Maritime Studies Department is responsible for leading the department towards the achievement of the College's mission. The Department Head should provide leadership in curricular issues, customer service and human relations and ensure that suitable educational offerings are delivered at a high standard. Duties include but are not limited to the following:

- In consultation with the Academic Dean and the Human Resources Department, recruit and orient full-time and part-time faculty, including providing support materials, such as textbooks and other instructional aids;
 - Supervise all Marine/Maritime Faculty to assure compliance with all responsibilities relative to teaching, advising and other assigned duties;
 - Develop and implement an integrated "blue economy" curriculum that teaches technical solutions and best management practices to students enrolled in Marine Studies course offerings;
 - Monitor department compliance with quality assurance and accreditation requirements;
 - Develop, revise and maintain departmental operating procedures;
 - Conduct annual performance appraisals for all faculty within the department;
 - Provide academic oversight for courses and technical training offered through the Marine Studies Programme;
 - Provide support for faculty and students towards fostering an academic environment in which students are inspired, faculty are gratified, partnership is encouraged, and growth is achieved;
 - Develop programmes and services that meet the needs of the marine/maritime industry;
 - Manage the budget for the Department, including costing of the programmes;
 - Seek local and international partnerships that support and promote the Marine Center's programme of technical training that integrates solutions for environmental sustainability and climate change resilience;
 - Develop water quality testing services and laboratory training at the Marine Center laboratories;
 - Build HLSCC's recognition as a leader in economic and environmental resilience to climate change; and
- Any other related duties or tasks that may be assigned.

Qualifications and Experience

- A Master's degree or its equivalent in a related field from an accredited or recognized university;
- A Post graduate diploma in environmental studies;
- At least seven years prior teaching experience;
- Proven management skills including planning and development, supervision and budgeting;
- Demonstrate leadership in professional organizations.

Applicants should submit a cover letter of formal application, as well as a detailed resume of all educational and professional experiences together with copies of relevant credentials and three letters of reference. Applications should be addressed to the Acting Human Resources Manager and may be emailed to mlatchman@hlsc.edu.vg or hand delivered to the Human Resources Department. For additional information, please call 541-2212.

Salary: Commensurate with Experience

Closing Date: September 15, 2020