



Job Description

Job Title: Division Director Transport Systems

Department: Transport Systems Technology

FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans, organizes and directs the instructional and administrative activities of an assigned division; provides divisional leadership that will ensure a quality instructional process; provides highly responsible instructional and administrative staff support to a dean; coordinates assigned activities with other College divisions.

Characteristic Duties and Responsibilities:

1. Provides supervision and direction to the GM Technician Training, Motor Sports Institute and Race Car Technology.
2. Provides supervision for all CCE Transport Technology training.
3. Participates in the development, planning, recommendation, implementation, and administration of goals and objectives, and policies and procedures; develops and recommends new or modified programs, courses, policies and procedures; supports all instructional initiatives of the college.
4. Participates in monitoring and coordinating the development and visibility of instructional courses and programs; ensures that courses and programs reflect current practices and comply with policies, procedures, goals, and objectives.
5. Develops, reviews, recommends for approval and monitors the use of course outlines, materials, and textbooks; maintain currency on instructional techniques and methods.
6. Manages the supervision, contracting, evaluation and professional development plans of full time faculty and staff; prepares recommendations for full-time faculty recruitment; coordinates the recruitment, selection, contracting and evaluation of part-time faculty and staff.
7. Counsels and advises students; participates in the student grievance process.
8. Participates in the marketing of programs; recruits students; coordinates the activation of advisory committees; makes presentations to outside contacts.
9. Participates in the development and administration of the divisional budget; forecasts and recommends funds needed for staffing, equipment, materials, and supplies; monitors and recommends approval of expenditures.
10. Coordinates administrative operations within the division; coordinates the ordering of textbooks and instructional materials; approves workloads; recommends and implement policies and procedures; ensures faculty qualifications/credentials are certified each term.
11. Uses the college Classification /Compensation system and other related policies and procedures and the NC Administrative Code as it affects the division.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Updated July 2014



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12. Confers with and advises appropriate administrators; makes timely response to requests for information.
13. Coordinates assigned instructional and administrative activities with those of other instructional divisions and outside agencies and organizations.
14. Develops and serves on committees and task forces; attends regularly scheduled meetings; researches and develops recommendations related to the operation of the division.
15. Appoints program chairs/coordinators with the approval of the dean; appoints faculty/staff to committees.
16. Schedules classes to meet student needs at all locations/times/formats; provides appropriate office support.
17. Represents the College as requested; develops and instructs classes as required; perform related duties.
18. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Receives general guidance and direction from the Dean

Direction Given: Provides functional direction and guidance to faculty and support staff for program direction and administration

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution with one or more industry approved certifications and/or two years' experience in one of the disciplines.

Preferred Qualifications:

- Five years of full-time teaching experience in one of the listed disciplines (Automotive Systems Technology, Collision Repair, Heavy Equipment Technology or Racecar Technology)
- Ten years of experience working in the automotive industry profession as a Master Technician certified by the Automotive Service Excellence (ASE) and currently ASE certified

Knowledge, Skills, Abilities and Worker Characteristics:

Experience in managing budgets, personnel and instructional programs preferred



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Principles and practices of program management
Methods and techniques of program development and evaluation
Principles of supervision including employee training and performance evaluation
Business and industry needs; computer technology/applications
Curriculum and subject matter related to the division
Methods and techniques of instructional program and curriculum development and evaluation and instructional delivery systems
Methods and techniques of student advisement
Organizational and management practices
Principles and practices of college-level instructional administration
Principles of budget development and administration
Methods and techniques of program marketing and publicity

Working Conditions:

Typical office and classroom environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse