



## **Internal Vacancy Only**

### **PART-TIME**

### **DEPARTMENT CHAIR – Agricultural, Business, and Skilled Trades**

#### **JOB DUTIES:**

- Supervise and evaluate provisional and non-provisional department members following the prescribed evaluation procedure.
- Assist with recruitment, hiring, and orientation of new faculty members and instructors, ensuring that they are fully versed in departmental policies and procedures.
- Foster an environment of academic excellence and collaboration among faculty and instructors, including concurrent partners, and promote ongoing professional development opportunities.
- Develop and administer academic programs within the department, including course offerings, schedules, and instructional budgets. Recommends overload assignments based on program and student need with budgetary consideration.
- Provide leadership in program and curriculum development, assessment, and scheduled program reviews to ensure programs are meeting student needs and that they are aligned with the college's overall goals and objectives.
- Represent the department in college-wide committees, meetings, and events, and collaborate with other department chairs and college administrators to promote institutional objectives.
- Manage and monitor departmental budgets, ensuring that resources are effectively allocated to meet programmatic and instructional needs.
- Advocate for the department's interests, both internally and externally, and serve as the liaison between administration and department staff.
- Performs other duties relevant to department operations as assigned by the Office of Academic Affairs.

*See Human Resources for a complete job description*

#### **MINIMUM QUALIFICATIONS:**

- Full-time faculty with at least three years of teaching experience for Otero in some capacity (i.e., FT, Adjunct, concurrent)
- Ability to supervise and coach faculty peers while serving as a liaison between faculty and administration
- Excellent communication and interpersonal skills, both written and oral.
- Demonstrated ability to handle multiple projects and priorities simultaneously while maintaining a strong focus on quality and detail.

**START DATE:** As soon as possible

**SALARY:** \$6,000 per year

**APPLICATION INSTRUCTIONS:**

For consideration, an applicant file must contain:

1. Cover letter addressing the minimum and preferred qualifications
2. Resume

Please submit the application file to:

Kelsey Barbee  
Director of Human Resources  
Otero College  
1802 Colorado Avenue  
La Junta, CO 81050  
719 384-6824  
or via email at [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

**APPLICATION DEADLINE:** Open Until Filled 1st review of applications will be October 25, 2024.