**CHAIRPERSON, SECONDARY EDUCATION**

Class / Title: **Chairperson, Secondary Education**

Division: Academic Affairs

Reports To: The Dean of the College of Education

Benefits: Commensurate with position qualification and experience

Date filed: March 14, 2023

Closing Date: March 28, 2023

How to Apply: Submit CV, Cover Letter, and Credentials to: [jobs@ame.edu.lr](mailto:jobs@ame.edu.lr)

AME University presently seeks a qualified candidate for the position of Chairperson of the Department of Secondary Education, College of Education. The candidate must have at least five [5] years of working experience in academics with a minimum of a Master’s Degree in Education or a related field. For further information on the job responsibilities and qualifications, see below.

**Position Requirements:**

The Department Chairperson will be required to serve in multiple roles. He/she will plan programs of the Department relevant to teaching, research, and other functions. He/she will coordinate periodic curriculum reviews and maintain an academic environment that promotes creativity and innovation. The Coordinator will be required to implement the policy (ies) to fulfill the mission and vision of the University. Thus, the Chairperson of the Department shall provide leadership and direction to the college, help to plan and supervise relevant instructional and academic programs, and promote relationships with other Colleges across the University.

The successful candidate should have a strong background in information technology and possess excellent verbal and written communication skills.

**Position Responsibilities:**

* To provide intellectual, and administrative leadership while promoting and pursuing a vision that is consistent with the University's Vision & Mission.
* To collaborate with the Department of Human Resources in recruiting faculty, staff, and students to promote excellence in teaching and research;
* To encourage faculty professional development; strengthen student recruitment, retention, and success;
* To promote commitment to diversity, equity, and inclusion (DEI) and to build partnerships with external foundations and public organizations.

**Education and Work Experience:**

The Chairperson of the Department of Secondary Education is a full-time position and requires the following:

* At least a Master’s Degree in Education or a related field. However, a terminal degree and an established record of scholarly research, teaching, and service are an added advantage appropriate for an appointment;
* At least five (5) years of working experience in teaching that emphasizes experiential learning and application of experience;
* Administrative experience and the skill to develop and maintain partnerships;
* Ability to collaborate with other universities and community colleges,
* Computer proficiency in MS Excel, PowerPoint, the internet, and online learning platforms (preferably Google Classroom or other eLearning platforms).

**Submit your CV and letter of interest to:** [**jobs@ame.edu.lr**](mailto:jobs@ame.edu.lr)