



**UNIVERSITY of the SOUTHERN CARIBBEAN**  
**Royal Road, Maracas, St. Joseph**

**CAREER OPPORTUNITY**

Applications are invited from suitably qualified individuals *for* the following position:

**SCHOOL OF EDUCATION & HUMANITIES**

**CHAIRPERSON – DEPARTMENT OF LANGUAGE & COMMUNICATION**

**JOB SUMMARY**

The Chairperson of the Department of Language & Communication, as a part of the administrative team, coordinates all activities within that Department. In harmony with the mission statement of the University, articulates in writing the philosophy and objectives of the Department, incorporating the philosophy and objectives of the University. The position holder may serve on various committees, provides educational leadership, manages the curriculum, faculty recruitment, orientation, evaluation, development and promotion, be an advocate for the Department, budgeting, oversees facilities, adjudication, marketing, and prepares required reports. Participates in team activities in the School, and contributes to maintaining the strategic pillars of the University. The position requires compliance with established policies and procedures of the School and a high level of confidentiality. These responsibilities are expected to be fulfilled within the 40-hour work week. He or she reports to the Dean of the School of Education & Humanities.

**DUTIES AND RESPONSIBILITIES**

**Leadership:**

- Works collaboratively with academic administration to ensure the provision of quality education programs, adherence to teaching and learning, and academic policies and procedures.
- Participates in the development and implementation of academic policies, guiding principles, objectives and functions in accordance with the philosophy of the University.
- In consultation with the Dean, approves course outlines (syllabi), implements and evaluates courses and programs to determine academic effectiveness, sustainability and cost, and develops new programs in line with the demand in the job market.

- In collaboration with key stakeholders, develops the strategic directions for the Department ensuring alignment with the School's and the University's strategic plan.
- Develops and maintains effective relationships, alliances and networks within the University and with external entities relevant to the Department.
- Provides leadership to faculty and staff and promotes teamwork and collaboration.
- Works collaboratively with the Dean and Human Resources in the recruitment and selection of appropriate personnel for the Department, Extension Campuses and Satellite Sites.
- Manages the performance of faculty and staff, evaluates, and develops key performance indicators and metrics and disciplinary matters.
- Fosters a culture of professional development for all employees.
- Promotes Christian education in accordance with the mandate of the University.
- Creates an environment that facilitates conformity with the morals, values, and philosophy of the University.

#### **Administrative:**

- Manages the operational aspects of the Department inclusive of class scheduling, staff assignment, and approval of courses to be taught at the Extension Campuses and Satellite Sites.
- Attends meetings called by the School, faculty meeting, faculty and staff meeting, and participates in meetings/ committees to represent the Department.
- Engages in resource utilization and management to ensure that faculty and staff members are provided with the resources necessary for efficient execution of their duties.
- Establishes a communication system inclusive of scheduled meetings for keeping staff abreast of plans, changes, and decisions affecting the Department and the University.
- Establishes a system for monitoring and evaluation of class attendance records of all teachers to ensure conformity with policies outlined in the current University Bulletin, inclusive of the GATE requirements.
- Authorizes academic forms, business forms, correspondence and other forms and documents.
- Enforces Examination Council regulations and guidelines.
- Provides support and assistance to faculty members on a range of different teaching strategies and effective classroom management strategies to meet the needs of a large range of learning styles.
- Provides academic support and guidance to students and ensures the successful completion of their degree program.
- Maintains accurate records and provides timely and accurate reports related to educational programs and services in accordance with prescribed guidelines and timeframes.
- Orients and trains new faculty and staff on the University's policies, procedures and processes.
- Prepares, manages and executes the yearly budget process in consultation with the Dean.
- Attends and participates in chapels and other campus life activities such as convocations, vesper services, Sabbath School, church service, graduation exercise, extra-curricular activities and such other regular appointed public functions.
- Assists with managing academic and professional honours clubs among the students in the Department, and proposes and appoints faculty sponsors for each group on a school year basis.
- Promotes and executes a major promotional or marketing event for the Department such as a conference, seminar, etc.
- Performs teaching of courses and responsibilities relating to grading. Teaches eighteen (18) course credits for the academic year.
- Maintains a high level of professional efficiency by personal study and progressive schooling, reading, experiment, and research.
- Maintains membership with a professional society and attends/participates in professional conferences.
- Participates in team activities within the School and University.
- Contributes to the writing, implementation and maintenance of the university's strategic pillars.

- Performs other assigned duties commensurate with the position.

## **QUALIFICATION AND EXPERIENCE**

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A Ph.D. (preferred) or a Master's degree in Literature and Languages or related field from an accredited institution.
- Minimum of five (5) years' experience teaching at the tertiary level.
- At least five (5) years' administrative experience, evidenced by leading a team of educators to provide quality learning experience.
- A demonstrated commitment to diversity and equity.
- The successful candidate must demonstrate a record of teaching, scholarship, and service to merit an appointment at the rank of Assistant Professor with tenure.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of accreditation process, academic policies and procedures.
- Knowledge of teaching and learning procedures and outcomes.
- Knowledge of health and safety policies and procedures.
- Understanding goals and standards for program content areas and assessing educational materials.
- Demonstrated skills in a variety of educational technologies including learning management systems, curriculum databases, electronic instructional design tools, web-based applications, and graphic design.
- Computer literacy skills in standard Microsoft applications.
- Ability to teach in the curriculum areas on offer by the Department.
- Ability to develop and apply criteria and standards-based assessments.
- Ability to engage constructively with people.
- Good ambassadorial and diplomatic skills.
- Ability to manage a number of competing demands.
- Must have excellent delegation skills.
- Must be flexible and adapt to changing circumstances.
- Proven ability to assess priority of tasks, manage workload and meet multiple (or conflicting) deadlines in a busy education environment.
- Demonstrated high level interpersonal, negotiation and communication skills with the ability to develop and maintain networks and contacts and relate to stakeholders from diverse backgrounds.
- Must be willing and able to exercise judgment and take risks.

## **OTHER REQUIREMENTS**

- The candidate must have proven leadership expertise in cultivating collaborative relationships within the Department and University, provide evidence of effective teaching in higher education, and possess a strong record of research.
- Team player.
- Personable, discreet, highly motivated.
- Excellent written and oral communication skills.
- Willingness to become involved in community service in and around the University.

- Ability to appreciate the diverse cultures at the University.
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanor required
- Committed to high moral, spiritual, and ethical values of the University.

*Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:*

**THE DEPARTMENT OF HUMAN RESOURCES  
UNIVERSITY of the SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT-OF-SPAIN  
TRINIDAD & TOBAGO**

Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)

*Applications should be received no later than July 25, 2025.*

*The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.*