

POSITION ANNOUNCEMENT

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| JOB TITLE | EXECUTIVE DIRECTOR, CULINARY & HOSPITALITY MANAGEMENT INSTITUTE |
| TYPE OF VACANCY | SENIOR MANAGEMENT |
| SCHOOL/DEPARTMENT | CULINARY & HOSPITALITY MANAGEMENT INSTITUTE |
| SUMMARY | The Executive Director serves as chief academic and stakeholder liaison officer for the Culinary and Hospitality Management Institute, (CHMI) providing vision, leadership, management and advocacy for tourism, hospitality and culinary arts, its programmes, faculty and staff within The College of The Bahamas. |
| DUTIES & RESPONSIBILITIES | <p>Under the direct supervision of the Vice President, Academic Affairs, the Executive Director, Culinary & Hospitality Management Institute's duties includes but is not limited to the following:</p> <p>Administrative</p> <ul style="list-style-type: none"> • Plan and develop CHMI's budgets and monitor expenditures and operations; • Assist in establishing a process for enrollment management and in gathering and interpreting data for scheduling, staffing and planning, to include developing and actively guiding the implementation of a student success, access and recruitment plan; • Formulate with key stakeholders long- and short-range goals for CHMI, including updating the College's master plan, strategic plan and other planning documents and processes; • Prepare all required reports, including annual and other reports; • Perform all other related and implied management and administrative duties and such others as may be assigned by the Vice President of Academic Affairs. <p>Supervision</p> <ul style="list-style-type: none"> • Supervise and evaluate the performance of faculty and staff; including making and implementing recommendations to monitor and encourage faculty and staff development; • Provide leadership and coordination in the recruitment, selection and assignment of faculty and staff. <p>Communication & Outreach</p> <ul style="list-style-type: none"> • Foster community outreach and provide liaison with magnet school and private and public schools to promote, develop and articulate tourism and hospitality programmes; • Liaise and collaborate with relevant industry, NGOs and private sector stakeholders to engender support for the development and implementation of programmes that meet their employment needs and the continued training |

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| | <p>and development needs of their owners, management and staff;</p> <ul style="list-style-type: none"> • Engage, outreach and contribute to stakeholder organizations especially The Bahamas Hotel Association (BHA); The Bahamas Hotel, Caterers and Allied Workers Union (BHCAWU); The Bahamas Ministry of Tourism and Aviation (MOTA), and The Bahamas Chamber of Commerce through, for example, committee/board and or membership participation in the respective stakeholder organizations; • Establish and maintain actively collaborative and collegial working relationships with administrative counterparts and constituent leadership. <p>Programme Development</p> <ul style="list-style-type: none"> • Work closely with the employment community to review, develop and implement curricula, courses and certification programmes based upon defined needs; • Maintain and develop articulation programmes and partnerships with other internationally post-secondary institutions involved in tourism, hospitality and training; <p>Conduct on-going programme reviews to ensure that curricula and programmes respond to the dynamic needs of academic and industry changes occurring in culinary, hospitality and tourism nationally and internationally.</p> |
| <p>KNOWLEDGE, SKILLS & ABILITIES</p> | <ul style="list-style-type: none"> • Demonstrated commitment to the ideals of tourism, hospitality and culinary arts and to the ideals of academic excellence. • Experience in a demanding, cross-functional managerial position with excellent ability to solve problems, handle details and organize information. • Administrative experience with academic budgeting and financial planning or commensurate industry experience. • Demonstrated successful experience in the development of curricula and/or training programmes. • Experience in and ability to engender articulate enrollment/recruitment. • Demonstrated competence in the use of systems, written expression, interpersonal communication and leadership skills. • Commitment to the enhancement of an open and supportive management environment to foster excellence in teaching, research and service. • Commitment to consultation and collaboration with industry stakeholders and the employment community. • Ability to motivate faculty and staff in cooperative efforts to support the College’s strategic vision in general and the development and implementation of CHMI’s strategic plan in particular. |

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| | <ul style="list-style-type: none"> • Personal integrity, high ethical standards, approachability, and a sense of humor • Outstanding scholarly achievement in teaching, research and service • A clear understanding of issues in international higher education • An effective and proven track record in fundraising • Significant hands on experience with institutional and/or programme accreditation, outcomes and performance assessment, quality assurance and academic programme review • Experience with program development, budget accountability, financial responsibility • Professional experience and credentials appropriate to the rank of Full Professor • Substantial, progressive responsibility and experience in higher education • Management that inspires confidence in an environment of growth with limited resources and multiple, competing demands • Superior interpersonal skills |
| QUALIFICATIONS | <ul style="list-style-type: none"> • Master’s degree in one of the disciplines of tourism, hospitality, management or a related field; Doctorate strongly preferred • A minimum of five (5) years of successful academic leadership at the level of department chair or above or ten (10) years experience at an executive level within the hospitality industry or an appropriate combination of academic qualification and training, industry and academic employment. |
| APPLICATION END DATE | August 31, 2011 |
| DATE PUBLISHED | July 18, 2011 |
| <p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Executive Director, Culinary & Hospitality Management Institute.</i></p> | |