

## JOB DESCRIPTION

# Program Chair Aviation Engineering

The primary responsibility of the chair is to manage the learning of students in the Aviation Engineering programs. The incumbent is responsible for the overall standard and quality of programs and ensures the effective provision, development and operation of facilities to support academic programs.

## Education

- Graduate or post-graduate degree in Aviation Technology from an accredited institution or equivalent educational qualifications.
- High level of computer literacy an advantage.
- Licensed in the Aviation Industry – preferably I.C.A.O. recognized Airframe and Aero-engine or Avionics Basic license with Type ratings on modern commercial airliners.
- Demonstrated leadership, planning, organizational, and team-building skills.

## Experience and Special Skills

- 3 - 5 years experience at supervisory level in an educational or training setting.
- 3 Years industry experience.
- International Experience working with second language learners an advantage.

## Language

- Excellent oral and written English essential.
- Spoken and written Arabic helpful but not essential.

## Duties and Responsibilities

- Supervises the instruction and evaluation of courses to ensure that students complete the learning requirements of their curricula.
  - Develops and evaluates faculty to ensure effective delivery of the curricula.
  - Manages local evaluation and participates in system updating of curricula to ensure the learning experiences of students will be relevant to employer and student needs. Also ensures that curricula continuously meet the requirements of Aviation Authorities and Licensing Agencies.
  - The Chair of Aviation position entails the items listed below
  - Prepares, plans and budgets for the operation of the department to ensure that materials, equipment, facilities, learning resources, and faculty are available as required.
  - Develops and manages equipment and other resources for instruction to ensure appropriate learning experiences are provided to the students.
  - Participates in the recruitment, assessment, placement and counseling of students to ensure that appropriate academic standards are maintained.
  - Liaises with the community, including business, industry and schools, to ensure relevance of the College's courses through the Program Advisory Committee and active interaction with the industry.
  - Ensure that appropriate faculty are recruited.
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- Participates in College and HCT meetings to ensure that College activities are relevant to HCT goals and are conducted within a positive, professional environment.
  - The responsibilities listed above are not an exhaustive list. Additional duties may be added from time to time depending on organisational requirements.

## **Communications**

- The Chair of Aviation works closely and communicates with Aviation Engineering faculty, staff and students of Dubai Men's College and other colleges in the system, Central Services and Academic Services. Furthermore, he communicates regularly with business and industry representatives, families of students and the Dubai community at large. Excellent communication skills with people of all levels, from different cultures and nationalities is required.

## **Supervision Received ( include direction/coordination of others**

- Associate Director.

## **Supervision Given ( include direction/coordination**

- Aviation Engineering faculty, staff and students.
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