



The Benjamin Franklin Institute of Technology (BFIT), a small, private, non-profit college located in the South End of Boston, seeks qualified candidates for the faculty position of Department Chair of Mechanical Engineering Technology. The college is proud of its long tradition of educating students who aspire to advance themselves in a technical career. We provide our students with the technical and professional skills that will create a foundation for success, civic responsibility and life-long learning, adhering to the principles put forth by our benefactor, Benjamin Franklin.

The College is seeking an experienced educator with a passion for teaching, learning and student success and good administrative and organizational skills. Through faculty development, supervision and support; program enhancement; and teaching, the Department Chair advances the mission, outcomes, and strategic plan of the department and the College. The department offers an associate degree, and is being expanded to better serve the needs of the region's manufacturers.

#### Key Responsibilities:

- Manage department faculty including their development and overall effectiveness;
- Oversee effective and relevant curriculum and efficient use of resources;
- Initiate and develop industry partnerships;
- Ensure department is up to date with current industry standards and practices; and
- Facilitate department's integration and involvement with the overall the College community and environment, including staff, faculty and students, as well as related activities.

#### Duties:

- Hire and supervise departmental faculty, responsibly administer departmental budget, and manage departmental resources;
- Monitor and evaluate all program requirements, including objectives and outcomes, and ensure effective record keeping (grades, attendance, and any other required documents, e.g. exams, student work documentation);
- Oversee assessment of student learning and facilitate planning and future assessment activities;
- Facilitate the creation and revision of new courses, the renewal of curriculum, and the currency and relevance of the programs;
- Collaborate with other college departments in recruitment, retention, and placement of students and in advancing college-wide initiatives;
- Maintain contact with industry, including conducting effective Industrial Advisory Board (IAB) meetings and/or partnering with industry in ways to promote student learning and career placement, ensuring that department stays current in the field; and
- Teach no more than 12 hours per semester.

### Partnerships with Industry

There are many ways that industry can contribute to the success of the technical programs at the College. Department chairs should foster relationships with industry to promote student learning. A list of suggestions for industry involvement is included in the Employee Handbook.

### Required Credentials and Experience include:

Master's degree from an accredited college or university;  
3-5 years professional experience (a combination of teaching with advising, counseling and other related areas) in higher education;  
Demonstrable knowledge and experience in areas relevant to departmental curricula; and  
Strong analytical, organizational, and communication skills.

### Preferred Candidate will have:

Ability, experience, and prior success in establishing and growing industry partnerships;  
A demeanor of patience, with an ability to remain calm and open-minded;  
A doctoral degree;  
Experience working with students from diverse academic, socio-economic and cultural backgrounds;  
Proficiency in assessment and continuous improvement; and  
Work experience in manufacturing or mechanical engineering.

### Application Process:

Interested candidates should submit a letter of intent to the Dean of Academic Affairs, Anthony Brian Bicknell. Please include a resume. Materials should be e-mailed to [bbicknell@bfit.edu](mailto:bbicknell@bfit.edu).

### Salary and Benefits:

A premium for service as Department Chair will be added to a base salary in the faculty range commensurate with the candidate's overall education and experience. The expected total is \$49,000 to \$53,000 per year including the premium. BFIT offers health and dental insurance, and other benefits to full-time faculty and to staff at 30+ hours per week.

## **Application Information**

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