



BARBADOS COMMUNITY COLLEGE
Many Studies – One Brotherhood

BARBADOS COMMUNITY COLLEGE VACANCIES

The Board of Management of the Barbados Community College invites persons to fill the following vacant positions:

Senior Tutor – Division of Technology

The Division of Technology provides education in the technology and engineering fields and strives to be on the cutting edge of technological change and innovation in the areas of Architectural studies, Engineering and Land Surveying.

Senior Tutor – Division of Science

The Division of Science provides education in the natural sciences and emphasises scientific methods of enquiry, allowing students to explore their world in the areas of Agriculture, Biology, Chemistry, Environmental Science, Mathematics and Physics.

For both Senior Tutor positions the successful candidate should be:

- An inspirational leader
- A strategic thinker
- An innovator
- On the cutting edge of the latest thinking, trends and technological advances in the respective fields

Education Requirements for Senior Tutor Positions:

- A Postgraduate degree in a related field
- A Diploma/Certificate in Education
- Knowledge of the latest trends, techniques and developments in the teaching and practice of the respective areas of Technology or Science

Experience for Senior Tutor Positions:

- Minimum five (5) years' experience working in a senior administrative position
- Leadership or management experience in an education setting
- Teaching experience in tertiary education preferred
- Demonstrated record of professional and/or intellectual contributions to the fields of Technology or Science

Skills and Abilities for Senior Tutor Positions:

- The ability to lead, inspire, motivate and develop a team
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Organisational skills

Responsibilities of Senior Tutor:

- Coordination and monitoring of work of the department
- Development and implementation of syllabi for subjects and educational programmes
- Performing teaching functions
- Staff selection, development and assessment
- Student selection, registration; examination entries, timetabling activities etc.

Tutor I – Division of Computer Studies

This is a teaching position for a dynamic, creative, individual with a demonstrated track record in the teaching of Computer Studies.

Education:

- A Master's Degree in Computer Studies or related field
- A Diploma/Degree in Education or equivalent

Experience:

- At least three (3) years' teaching experience in tertiary education
- At least three (3) years working experience in a senior administrative position in an education institution will be an asset

Skills and Abilities

- Knowledge of the latest trends, techniques and developments in the teaching and practice of Computer Studies;
- The ability to lead, inspire, motivate and develop others
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Ability to work as part of a team
- Good organisational skills

Responsibilities

- Coordination and monitoring of work of the department
- Performing teaching functions
- Preparing and coordinating the syllabi for subjects and programmes as instructed
- Advising on course/programme development and methods of teaching
- Assisting with staff assessment
- Assisting in selection, registration; examination entries, timetabling activities etc.

Clinical Instructors - Nursing Department, Division of Health Sciences

These are clinical positions in the Nursing Department, which provides education and training to develop the human resources for the island's healthcare sector.

Education

- A Master's degree in Nursing or related field
- A Diploma/Certificate in Education will be an asset
- Training in Midwifery, Community Health or Psychiatric Nursing will be an asset

Experience and Knowledge

- At least three (3) years' clinical teaching experience in a healthcare environment
- Knowledge of the latest trends, techniques and developments in the teaching and practice of nursing

Skills and Abilities

- Sound technical clinical skills (theoretical and practical)
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Good organisational skills

Responsibilities

- Clinical instruction for the effective teaching of clinical skills
- Integration of clinical experience with theoretical work
- Advising management on changes and developments in the clinical aspects of Nursing Education
- Preparation of work plans for students
- Student evaluation, testing and assessment
- Maintenance of records and general administration
- Reviewing manuals, handbooks and reference texts on an ongoing basis and making recommendations to the Senior Tutor of the Division

Chef de Partié/Trainer – Hospitality Institute

The Hospitality Institute of the Barbados Community College is one of the premier hospitality and tourism training institutions in the Caribbean region. It offers programmes designed to prepare graduates for the hospitality and tourism sector. The Chef de Partié/Trainer is a teaching position and requires a creative individual who is passionate about the Culinary Arts.

Education

- A Bachelor degree in Hotel and Restaurant/Culinary Management
- A qualification in pastry would be an asset

Experience

- At least three (3) years' practical experience of teaching Culinary Arts in the hospitality sector
- Experience in menu planning, purchasing and inventory management
- Experience in preparing pastries would be an asset

Skills and Abilities

- Excellent skills in the practical/technical teaching of culinary arts
- Good interpersonal and communication skills
- Ability to multi-task and remain calm under pressure
- Planning and organisational skills

Responsibilities

- Trains and supervises students in the practical aspects of culinary arts
- Works closely with Tutors to ensure the practical aspects of culinary arts are integrated with the theory
- Ensures adherence to hygiene, health and safety standards
- Menu planning including ordering stock
- Cost control

Library Assistant II – Community College Library

The Barbados Community College Library is committed to the advancement of knowledge and engages in the identification, acquisition and dissemination of information and resources to fulfill the teaching, learning and research needs of its information users. The successful candidate should be customer focused and enthusiastic about the use of information technology.

Education

- An associate degree in any discipline
- The Library Assistant Certificate
- Certificate in Information Technology would be an asset

Experience and Knowledge

- At least four (4) years' experience of working in a library
- Knowledge and experience in the use of technology in a library setting would be an asset
- Demonstrated experience in creating displays for exhibitions would be an asset

Skills and abilities

- Good Interpersonal and communication skills
- Customer focused

Responsibilities

- Issuing, receiving and renewing library material
- Dealing with requests for information from library users

- Repairing books and other library materials such as periodicals
- Cataloging books and other media and the maintenance of catalogues

Library Attendant

Education

Barbados Secondary School Certificate or good General Education

Experience and knowledge

- Experience of working as a maid/cleaner
- Previous experience and/or knowledge of working in a library or similar environment will be an asset

Skills and Abilities

- Ability to carry out cleaning duties
- Ability to carry out book repairs
- Good interpersonal and communication skills
- Customer focused
- Good organisational skills

Responsibilities

- Maintaining the cleanliness of the library and other related areas used by library staff and students
- Moving books and other library materials
- Carrying out book repairs

Applications indicating the position in the subject line should be accompanied by a detailed Curriculum Vitae and copies of qualifications and two recent testimonials submitted on or before Monday, May 14, 2018 to:

VACANCIES - CONFIDENTIAL
Board Secretary, Board of Management,
Barbados Community College

“Eyrie”, Howell’s Cross Road, St Michael or via email to board@bcc.edu.bb.

Only shortlisted candidates will be acknowledged