



**Dean, Continuing Education and Lifelong Learning**  
**University of The Bahamas, Commonwealth of The Bahamas**

<b>Date Posted</b>	October 2017
<b>Type</b>	Three-year contract with an option to renew
<b>Salary</b>	Negotiable
<b>Employment Type</b>	Full-time

**Dean, Continuing Education and Lifelong Learning**

University of The Bahamas invites applications and nominations for the position of Dean of Continuing Education and Lifelong Learning (CeLEARN). The Dean, CeLEARN is responsible for expanding the University's non-credit programmes for adults, including new certificate and professional development courses and programmes, and working in concert with the other academic deans to bring a variety of programmes to the Family Islands. Through CeLEARN, courses and programmes are also offered to afford students an opportunity to qualify for entry into full academic degree programmes and to meet the growing demand for competence in specific fields.

The Dean, CeLEARN provides the vision, leadership and management of the Centre, has administrative oversight for the delivery of the Centre's offerings and implementation of the University's policies and is responsible for the overall supervision of all professional and support staff. The successful candidate will bring an entrepreneurial approach to developing continuing and professional education opportunities that serve the entire archipelago. The Dean, CeLEARN reports to the Provost.

**DUTIES AND RESPONSIBILITIES:**

- Formulate with key stakeholders long- and short-range goals for CeLEARN, including the review and implementation of a strategic plan and the creation and implementation of other planning documents and processes;
- Formulate and oversee short- and long-range strategic planning, direction and development of Family Island Centres (through the islands of The Bahamas) and programmes;
- Establish a process for enrollment management; gather and interpret data for scheduling, staffing and planning to include developing and actively guiding the implementation of a recruitment plan;
- Monitor student retention and success in academic enhancement programmes, programme completion rates, student transition to a university programme and track student success in university programmes;

- Identify, develop and market self-sufficient and self-sustaining multi-faceted and multi-modal programmes to meet diverse student and stakeholder needs;
- Facilitate the development and systematic review of policies and procedures, manuals and handbooks;
- Prepare all required administrative and academic reports, including annual and other reports;
- Plan and develop an operational budget, monitor expenditures and operations, ensure compliance with budget limitations and fiscal policies, recommend and implement adjustments as necessary;
- Work with the Academic Affairs Leadership Team to assist with the overall strategic and operational planning, quality assurance, resource allocation, etc.;
- Liaise and collaborate with community groups, government departments, local agencies, industry and private sector stakeholders to develop and implement programmes that meet their employment and training needs;
- Strengthen the University's relationship with community-based organizations and other external entities to promote lifelong learning;
- Represent the University on committees and or agencies, both government and private, national and international with respect to matters pertaining to lifelong learning;
- Develop and maintain a communications strategy;
- Promote UB Continuing Education Units (CEUs) among professional bodies;
- Liaise and collaborate with relevant industries, NGOs and private sector stakeholders to engender support for the development and implementation of programmes that meet employment and training needs;
- Develop and maintain partnerships with international institutions and professional bodies to provide international certifications;
- Expand offerings/markets to include programmes for diverse stakeholder and special interest groups;
- Assist in acquiring additional institutional and external resources to enhance Family Island programmes; and
- Perform other duties as assigned to support the mission of CeLEARN and the University.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Entrepreneurial vision for the university's programmes serving nontraditional students, with demonstrated experience in programme development;
- A clear understanding of issues in higher education;
- Personal integrity and high ethical standards;
- Strong interpersonal skills and the capacity to negotiate change;
- Highly developed and effective communication and interpersonal skills, as well as experience in building collaborations at multiple levels and with diverse constituencies;
- Experience with budgeting and financial planning, budget accountability, financial responsibility;
- Commitment to consultation and collaboration with industry stakeholders and the employment community;
- Excellent interpersonal, computer, oral and written communication skills;
- Personal integrity and high ethical standards.

## QUALIFICATIONS:

- Earned terminal degree from an accredited university;
- Higher education administrative and programme development experience;
- History of leadership in academic administration that exhibits progressively increasing responsibility, a record of success in building academic programmes and support services, and demonstrated prudent management of financial resources;
- Experience building partnerships with external constituencies, including community colleges and corporate partners;
- Experience engaging faculty in building support for non-traditional programmes;
- Outstanding communication skills, with ability to communicate with both internal and external constituencies;
- Thorough understanding of trends in adult and non-traditional higher education;
- Experience developing market research and marketing for non-traditional students; and
- Extensive experience serving nontraditional students in a higher education setting.

**Setting.** The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10<sup>th</sup> November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

**Application.** Application materials should include:

1. A cover letter describing academic philosophy and vision, research and publications;
2. Copies of academic qualifications;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Three letters of reference;
7. Completed UB Application for Employment Form found at this link: <http://www.ub.edu.bs/wp-content/uploads/2016/10/UB-Application-for-Employment-Faculty.pdf>

**To Apply:** Apply electronically at [facultyapply@ub.edu.bs](mailto:facultyapply@ub.edu.bs) *noting the position in the subject field*. Only electronic submissions will be accepted. Attach the following documents (*in one e-file/document*) with your electronic submission: cover letter; academic qualifications; transcripts; curriculum vitae; copy of relevant pages of valid passport; three letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact [provostoffice@ub.edu.bs](mailto:provostoffice@ub.edu.bs).