

POSITION ANNOUNCEMENT

	DEAN OF STUDENTS, MAIN CAMPUS
TYPE OF VACANCY:	MANAGEMENT
DEPARTMENT:	STUDENT AFFAIRS
<p>SUMMARY: The Dean of Students position will have primary responsibility for creating and maintaining a safe, healthy, and supportive environment and culture that blends the intellectual, physical, social, emotional, and spiritual development of our students.</p> <p>While the Dean of Students works primarily with non-academic issues this office coordinates the administration of the Student Disciplinary Procedures and is responsible for the overall coordination of co-curricular programmes that support student success; including all intramural sporting activities. The Dean provides leadership in the development and implementation of university policies and procedures that relate to students. Additionally, the Dean will lead Student Affairs strategic planning; oversee review of student development programmes; oversee all residential life and programming; oversee student life, staff personnel issues, promote staff professional development; and improve the overall quality of the living learning student experience</p>	
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Supervise Student Affairs' staff; • Support the goals of the University's mission, vision and strategic plan. • Provide operational direction and coordination for the following student support services: Health Services, Residence Life, Campus Life, Intramural Sporting activities, and Student Leadership and International Relations. • Coordinate co-curricular and intramural sporting activities. • Serve as advisor for Student Government. • Communicate effectively with students and other stakeholders • Assist with the recruitment, selection, orientation and retention of appropriately qualified staff. • Oversee the annual performance assessment of staff. • Manage student complaints; facilitate the resolution of disagreements and coordinate the disciplinary process. • Develop and coordinate policies and procedures relative to all student activities. • Implement and ensure compliance with university policies. • Conduct monthly and weekly meetings with staff and faculty • Liaise with the business community, government ministries, boards and agencies on matters pertaining to student affairs programming. • Prepare all required administrative and student affairs reports, including annual and other reports, operational plans and analyses. 	

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- Chair and serve on Student Affairs' committees and task forces as assigned to assist with overall student affairs strategic and operational planning.
- Collaborate with Student Affairs' staff and faculty at all campuses.
- Attend meetings as required.
- Perform other duties as required to support the strategic mission of the Campus and the University.
- Review budget and direct appropriations of student services unit
- Serve as a point of information for students and respond to students needs

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Higher education leadership and administrative experience.
- Strong organizational, communication and interpersonal skills.
- Personal integrity and high ethical standards.
- Ability to develop systematic ways to access, improve, and renew programs, benchmarking them against best practices.

QUALIFICATIONS:

- Doctorate or Master's degree from an accredited university in Student Affairs Administration, Student Development, Education or other directly related field.
- Experience in Student Affairs Administration.
- Excellent leadership and managerial skills with evidence in programme development, budget management, evaluation and supervision in Student Affairs.

REPORTS TO:

President

TERMS:

Contractual Appointment

Date Published

December 1, 2017

Application End Date

Until position is filled

MAILING INFORMATION:

Interested applicants should send the following:

- University of The Bahamas Application for Employment Form
- A letter of interest (highlighting work experience and accomplishments relevant to the position)
- Curriculum Vitae or Resume
- Transcripts
- At least three (3) professional references

MAILING ADDRESS:

Director, Human Resources
University of The Bahamas
P.O. Box N-4912
Nassau, The Bahamas
Or
hrapply@ub.edu.bs

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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 Dean of Students, Main Campus.