

POSITION ANNOUNCEMENT

JOB TITLE	DEAN OF STUDENTS, MAIN CAMPUS
TYPE OF VACANCY:	MANAGEMENT
DEPARTMENT:	STUDENT AFFAIRS
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. 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	
DUTIES AND RESPONSIBILITIES: The position of Dean of Students is required to perform a variety of tasks including, but not limited to the following: ➤ Supervises Student Affairs' staff; ➤ Supports the goals of the University's mission, vision and strategic plan; ➤ Provides 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; ➤ Coordinates co-curricular and intramural sporting activities; ➤ Serves as advisor for Student Government; ➤ Communicates effectively with students and other stakeholders; ➤ Assists with the recruitment, selection, orientation and retention of appropriately qualified staff; ➤ Oversees the annual performance assessment of staff; ➤ Manages student complaints, facilitates the resolution of disagreements and coordinates the disciplinary process; ➤ Develops and coordinates policies and procedures relative to all student activities; ➤ Implements and ensures compliance with university policies; ➤ Conducts monthly and weekly meetings with staff and faculty; ➤ Liaises with the business community, government ministries, boards and agencies on matters pertaining to student affairs programming; ➤ Prepares all required administrative and student affairs reports, including annual and other reports, operational plans and analyses;	

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- Chairs and serves on Student Affairs' committees and task forces, as assigned, to assist with overall student affairs strategic and operational planning;
- Collaborates with Student Affairs' staff and faculty at all campuses;
- Attends meetings as required;
- Performs other duties as required to support the strategic mission of the Campus and the University;
- Reviews budget and directs appropriations of student services unit;
- Serves 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

APPLICATION: DEADLINE

April 6, 2018

SUBMISSION OF MATERIALS: Application packages should be submitted electronically to the email address below:

- A completed UB Employment Application Form (follow link: www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf);
- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Relevant Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written professional references.

EMAIL ADDRESS: hrapply@ub.edu.bs:

Attn: Assistant Vice President, Human Resources

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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.