

POSITION ANNOUNCEMENT

JOB TITLE:	EXECUTIVE VICE PRESIDENT
TYPE OF VACANCY:	SENIOR MANAGEMENT
DEPARTMENT:	OFFICE OF THE PRESIDENT
REPORTS TO:	OFFICE OF THE PRESIDENT
<p>SUMMARY: Established in 1974, as The College of The Bahamas and Chartered in 2016 as University of The Bahamas (UB), is the national higher education institution of The Commonwealth of The Bahamas. With an enrolment of approximately 5000 students, UB offers master, bachelor and associate degrees, certificates and diplomas, academic upgrading, personal and professional development programmes at four locations: two in New Providence, one in Grand Bahama and a field research campus in San Salvador.</p> <p>University of The Bahamas, a multi-campus, national system, is seeking nominations and applications for the position of Executive Vice President. Reporting to the President, the Executive Vice President (EVP) serves as the chief operating officer (COO) of the University of The Bahamas' system. The EVP has the primary responsibility for assisting the President in maximizing the institution's operating performance and achievement of goals.</p>	
<p>DESCRIPTION OF DUTIES AND RESPONSIBILITIES: The EVP's primary responsibilities include, but are not limited to the following:</p> <ul style="list-style-type: none">➤ Overseeing the implementation of the University's Board-approved strategic plan across all areas of the University; initiating and managing strategic alliances;➤ Participating in the development of operating and capital budgets;➤ Assuring effective guidelines and standard operating procedures for the management of the various units reporting to the President;➤ The EVP will work collaboratively with the President's Cabinet and staff and will provide the President and Board of Trustees with regular updates on the achievement status of the academic milestones, its admissions and retention initiatives and its strategic planning initiatives;➤ When requested, the EVP will also assist in fundraising and other development or alumni activities;	
<p>ESSENTIAL QUALIFICATIONS:</p> <ul style="list-style-type: none">➤ Ph.D. or appropriate terminal degree and ten or more years of administrative experience in a four-year institution of higher education or the equivalent as determined by the university. Similar experience in a comparable non-profit or for profit environment can be substituted;➤ Doctorate degree and administrative experience in a public or private institution of higher education of a similar size is preferred;➤ Excellent oral and written communication skills are essential;➤ Excellent interpersonal skills are essential.	

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APPLICANTS: Please send Letter of Interest, Curriculum Vitae and contact information for three professional references to:

Chief of Staff

Email: maelynn.seymour-major@ub.edu.bs

Office of the President

University of The Bahamas

University Drive

P. O. Box N-4912

Nassau, The Bahamas

Electronic applications preferred. Candidacy review begins immediately and continues until an appointment is made. Official transcripts for all degrees and three current letters of recommendation are required prior to the starting date of employment.

Terms:	Contractual
Date Published:	August 2, 2018
Application End Date:	August 17, 2018
Date to be Removed:	August 18, 2018

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.