



SIR ARTHUR LEWIS COMMUNITY COLLEGE
VACANT POST NOTICE
DEAN

Applications are invited from suitably qualified persons to fill the position of **Dean, Division of Arts, Science and General Studies** which exists at the Sir Arthur Lewis Community College:

JOB SUMMARY

The Dean is the academic leader and administrative head responsible for the effective and efficient operations of the Division. The Dean is expected to establish and maintain a collegial work climate, cooperatively leading the academic unit towards improved productivity and relevancy, ensuring the academic integrity and curricular coherence of all programs embraced within it.

QUALIFICATIONS AND EXPERIENCE

Minimum qualifications:

A Masters' Degree in an appropriate discipline e.g. Education Management, Education Planning, Education Administration; **and** five years relevant experience

Preferred qualifications

Ph.D in relevant field

Experience working in an accredited academic environment

SKILLS AND OTHER ATTRIBUTES REQUIRED

1. A proven record of successfully managing departments/units and budgets.
2. A demonstrated ability to manage and work in a complex and changing environment, successfully managing people of diverse skills, interests and perspectives.
3. Ability to identify appropriate talent and skills and applicable training needs
4. Excellent oral and written communication skills
5. Excellent analytical and problem solving skills.
6. A track record of research and publication
7. Develop and write policies and procedures for efficient and effective operations

CORE FUNCTIONS AND MAIN RESPONSIBILITIES OF DEANS

Leadership and Administrative Duties

1. To provide leadership in the development and review of curriculum, and scholarly activities.
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3. To provide overall leadership, direction, advocacy, communication, coordination, and assessment of the academic unit as a whole, and of the sub-units (departments and/or programs) within it.
4. To establish and maintain a cooperative, collegial work climate which enhances communication, trust, and productivity.
5. To work cooperatively in establishing and monitoring a budget which enhances and supports the mission of the academic unit and sub-units.
6. To be responsible for developing a coherent, realistic strategic plan which advances the mission of the academic unit as a whole, and which ties the unit's mission with the mission of the College.
7. To direct and coordinate the creation and implementation along with the Registrar's office the unit's class schedule for publication.
8. To be responsible for initiating and implementing an enrollment management plan consistent with the campus plan, working towards improving student recruitment and retention.
9. Where applicable within College's policies and procedures, to ensure that faculty and student grievances are correctly processed and appealed in a timely and appropriate manner.
10. To provide leadership and develop the capacity for research by exploring opportunities for the unit in accordance with the College's vision and goals

Personnel Duties

11. To create and maintain a personnel data base regarding the employment and performance of all persons within the academic unit.
12. To provide annual written performance appraisals for faculty and staff in keeping with the College's Rules and Regulations
13. To engage in such career counseling of faculty and staff which maintain morale, reward and foster competence and effort, and deal effectively with problems and issues which decrease faculty and staff performance.
14. To make recommendations on all personnel actions, such as appointment, re-appointment, promotion, leave, involuntary dismissal, transfer, resignation
15. To serve as the mediator in resolving problems arising among faculty and their heads of department, or faculty and students.

Instructional Duties

16. To ensure scope and coverage of the curriculum, working towards full utilization of faculty expertise in its delivery.
17. To work cooperatively with the administration and faculty to develop relevant degree
18. To coordinate distance education and continuing education programs which involve the unit.

Student Duties

19. To ensure that accurate and timely academic advising is provided to all students in their respective majors and within each of the sub-units.
20. To ensure that a system of student observation and evaluation of faculty occurs systematically, fairly and regularly.
21. To establish a formal and informal communication network so that student feedback occurs on significant issues in the academic unit.
22. To improve student recruitment and retention within the unit.

To perform such other duties as may be delegated or assigned by appropriate campus Administration

APPLICATION PROCEDURE

Interested, eligible candidates are invited to apply by completing the prescribed forms which can be obtained from the Office of Human Resources, Sir Arthur Lewis Community College, or can be downloaded from the College's website. Applications should include brief curriculum vitae, copies of relevant certificates and qualifications and at least two letters of reference confirming the required experience, skills and disposition of the applicant.

Completed application forms must be returned to the Office of Human Resources by *Tuesday October 31st 2017*.

TERMS OF APPOINTMENT

Appointment will be on a one (1) year contract with the possibility of renewal based on the College's need and performance.

The salary will be determined by the qualifications of the applicant and in accordance with the salary scales approved by the College.

Quarters, transportation to and from work, free medical attention and medicines will not be provided. The successful applicant's income will be liable to taxation in accordance with the local Income Tax Ordinance.

INCOMPLETE APPLICATIONS WILL NOT BE ACKNOWLEDGED.

**Human Resource Manager
Sir Arthur Lewis Community College
Tel.: 758-457-7312**