



**The Sir Arthur Lewis Community College is in the process of its transformation to a University College. We are seeking the ideal candidate to drive the organizational change and build on the institution's foundation to further our academic excellence and support our student success.**

### **Role of the Principal/President**

The University College's Principal/President shall be the Chief Executive Officer and Chief Academic Officer of the University College reporting to the Board of Governors. Authority is delegated to the University College's President by the Board of Governors. The Principal's/President's mission is to enhance the standards of education by providing an outstanding, creative, participative, learning environment that is consistent with the core values of SALCC. The Principal/President is currently assisted in the administration of the College by a senior administration team comprising of the Vice Principal and a College executive team. The University College's President's authority and responsibilities shall include, but not be limited to, the following:

### **Key Tasks**

1. Oversee and lead the University College's operational and change management processes.
2. Provide leadership for the institution's success, character and advancing the University College as an esteemed institution locally, regionally and internationally.
3. Create and implement a vision that will build and advance SALCC as an exceptional institution locally and regionally.
4. Serve as a chief spokesperson for the University College and articulate the University College's vision, mission and values with internal and external stakeholders.

5. Represent and uphold the academic credibility of the University College by ensuring academic excellence and thus further the reputation of the University College as a leader in teaching, research and community service.
6. Cultivate a culture of research and scholarship among faculty and professional staff.
7. Foster a culture that will attract, retain and ensure the success of students and promote a positive student experience.
8. Drive organizational effectiveness via inspirational and motivational leadership that retains, stimulates and attracts valuable academic and administrative staff. Identify and encourage opportunities for the internationalization of students, faculty and programs.
9. Ensure the long-term financial viability of the University College; lead and champion the University College's advancement initiatives and campaigns; pursues diversified income streams, and collaborate with relevant stakeholders to plan strategies for successfully accomplishing these initiatives.
10. Build upon existing traditions, distinctiveness and strengths of the University College.
11. Expand the University College's resources, by cultivating and soliciting donors.
12. Prepare and execute the institutional budget approved by the Board.
13. Work with the Board, the Minister and other relevant government officials, alumni, donors and the broader community to advance the mission of the University College and foster a cultural, social and political nexus.
14. Report to the Board of Governors on all matters relating to the performance and operations of the University College against measures laid out in the University College's Institutional Effectiveness Plan
15. Maintain a strong relationship with the Chair of the Board of Governors.
16. Exercise, under delegated authority from the Board of Governors, the authority to act in extraordinary and/or emergency circumstances.

## **QUALIFICATIONS PREFERRED**

### **Education and Experience**

The qualifications of the University College President shall be as follows:

1. A proven, successful executive level experience record in higher education (community college experience desired);
2. A distinguished record of professional accomplishments;
3. A reputation as a leader with a vision for the future of higher education/community colleges;
4. A record of actions reflecting concern for the success and well-being of students, academic and administrative staff.
5. A proven track record in negotiating strategic alliances and in working effectively with both internal and external groups/constituencies.
6. Holder of an earned doctorate or terminal degree in their field of study.

### **Principles and Values**

The University College's President must demonstrate a commitment to:

1. Academic integrity
2. The development of faculty, staff and students and a proven track record of inspiring people and organizations through principled leadership
3. The institution's academic quality and to the role of scholarship, research and creative works in the mission of the University College
4. Academic freedom, tenure and shared governance and an understanding of their importance in sustaining the quality of the University College
5. Student safety and welfare and a sensitivity to issues related to campus culture
6. External constituencies, including alumni and the broader community

### **Skills**

The University College's President must have:

1. Excellent communication skills
2. Interpersonal skills to interact effectively with the various constituencies of the University College – The Board, alumni, elected officials, governmental departments, media, the community at large.
3. The ability to identify, hire and build an effective administrative team.

4. The ability to foster an innovative environment that attracts high-quality faculty, students and staff by stimulating creativity, research, teaching and learning.
5. The capacity to identify opportunities and convert challenges into innovative solutions and programmes that will advance the future of the institution.
6. The ability to promote a shared vision to address challenges and create opportunities in particular in the areas of student recruitment, research support, finances and improvements to facilities and technology
7. The ability to raise funds from private, national and international sources and to articulate to external audiences the value of supporting the University College
8. Strong leadership skills in strategic planning, fiscal planning and management; and lead efforts to enhance and implement the strategic plan.

### **Terms and Conditions of Service for Deputy Principal**

The successful candidate will be offered a competitive remuneration package in accordance with the terms and conditions of service for the Principal/President. Employment will be on a three year performance based contract and will be renewable depending on performance and mutual agreement.

**KEY PERFORMANCE INDICATORS;** The Principal's/ President's position description will be subject to annual review as part of the SALCC College review and development process. Key performance indicators will be set in collaboration with the Board and regularly reviewed.

### **Applications, Inquiries, and Nominations**

Screening of complete applications will begin immediately and continue until the completion of the search process. Applicants should provide the following documents to the Human Resource Manager, Vernamay Louisy –Email address: vlouisy@apps.salcc.edu.lc

: a detailed letter of application, a curriculum vitae, a list of at least 4 references, including complete contact information and a description of the relationship to the applicant. Electronic submission of applications and correspondence is

strongly preferred. Inquiries can be submitted to the same e-mail address or to the search firm representatives at the address or phone numbers herein listed:

**All applications are to be submitted on or before 1st February 2018.**