

**VACANT POST NOTICE**

**STUDENT EXPERIENCE MANAGER**

Applications are invited from suitably qualified persons to fill the position of **STUDENT EXPERIENCE** **MANAGER** at the Sir Arthur Lewis Community College (SALCC).

**JOB SUMMARY**

The Student Experience Manager will be responsible for developing support systems for student enrolment and providing institutional support to ensure a memorable College education experience.

The successful applicant will be responsible for recruiting, developing and managing Lecturers to design the business development training modules of the College. He or she will be required to assist in delivering programme briefings and coordinating staff development and other related activities of the College.

**MAJOR DUTIES AND RESPONSIBLITIES**

* + Compile the programme of activities to include the student council elections, social and sporting events to form part of the annual Integrated Students Calendar of the College.
  + Provide administrative and project support for the daily activities of the Office of Vice Principal of Academic and Student Affairs.
  + Serve as the primary point of contact for the Office of the Vice Principal of Academic and Student Affairs
  + Respond to and manage inquiries from faculty, staff, students, and outside parties.
  + Coordinate and implement various projects as assigned, including student outcomes tracking initiatives, college-wide strategic initiatives and various presentations and communications.
  + Develop annual report cycles and strategies to support assessments related to Student Affairs programming and services.
  + Coordinate activities related to the organization and implementation of student orientation.
  + Serve as liaison between Deans, Program Heads and other departments to make special arrangements for the special needs clientele of the College.
  + Organize clubs and sport fairs for students to provide opportunities to pursue hobbies and interests at SALCC.
  + Coordinate activities related to student council elections, social events and sports that are integrated into the Students’ College’s Calendar.

**KEY COMPETENCES**

**The Student Experience Manager will require the following**:

* + A working knowledge and understanding ofthe academic, social and sporting programmes as well as the educational services of the College; the student relations strategy, policies and procedures of the College; the profiles of student from the admission database and other information sources of the College; the legislation and regulations governing the operations of the College; the needs and concerns of the primary stakeholders of the College; the distance learning methodologies used to support the educational needs of students from diverse backgrounds; and the ICT, multimedia and online technologies used to facilitate teaching and the learning of students.
* Specialized skills to assess student performance against relevant College competency-based standards; to engage in strategic thinking and to undertake annual operational planning and budgeting; to manage large groups of students by providing leadership, coaching and counselling support; to demonstrate strong interpersonal relations; to analyse complex data, administer an office, listen, counsel and coach, communicate and make presentation.
  + A demonstrated ability to manage and complete multiple projects within budget and set deadlines; to design learning modules and deliver approved student development programmes; to manage the College’s sporting teams to help players achieve their full potential; to coach and mentor students; to offer career advice and guidance to students; to interpret administrative policies and procedures of the College; to communicate with students, staff, management and the Board clearly in writing and orally; to work independently under pressure to meet deadlines and achieve set targets; to effectively handle computer hardware and relevant business application software; to evaluate and interpret complex data sets, draw conclusions to recommend and implement practical solutions; and to collect performance data to produce progress and financial management reports.
  + Personal Characteristics that include a passion for the welfare of students and their continuous professional development; a willingness to help students learn and apply new knowledge and skills effectively; a commitment to help students set career goals and work towards achieving results; an inclination to work collaboratively in different teams to implement approved student programmes; a self-motivated, dynamic, people oriented, results driven and creative problem-solver; and confidential in handling sensitive College information.

**REQUIREMENTS OF THE POSITION**

* Education and academic certification at least a Master’s degree in education administration or equivalent.
* Relevant professional training in module development and the management of student events.
* At least seven (7) years of practical experience in managing student academic, social or sporting activities.

**APPLICATION PROCEDURE**

Interested, eligible candidates are invited to apply by completing the prescribed form which can be obtained online, attaching a detailed curriculum vitae, verified copies of academic and professional certificates to the Office of Human Resources, Sir Arthur Lewis Community College. Applicants must provide the names of two persons whom can be referenced, confirming the required experience, skills and disposition of the applicant.

Application must be emailed to [salccrecruitment@apps.salcc.edu.lc](mailto:salccrecruitment@apps.salcc.edu.lc) by January 13, 2023. Kindly ensure that your documents are submitted as **one (1) PDF** file.

**TERMS OF APPOINTMENT**

* Appointment of the Student Experience Manager will be on contract for a period of two (2) years in the first instance. The contract will be subject to renewal based on satisfactory performance.
* The salary will be determined by the qualifications of the applicant and in accordance with the salary scales approved by the College.
* The College will not provide quarters, transportation to and from work, free medical attention and medicines.
* The successful applicant’s income will be liable to taxation in accordance with the local Income Tax Ordinance.

The Manager

Sir Arthur Lewis Community College

Tel.: 758-457-7312

December 29, 2022