



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

OFFICE OF THE PRESIDENT

Applications are invited from suitably qualified applicants for the following position of Provost:

The University of the Southern Caribbean is a fast growing, Seventh-day Adventist University with full institutional accreditation. The main campus is located in the beautiful Maracas Valley in Trinidad, West Indies. We are committed to offering higher education based on our Seventh-day Adventist Christian Philosophy while fostering intellectual curiosity, cultural diversity, spiritual nurture and moral integrity. We have a multi-cultural mix of faculty, staff and students and offer a wide range of academic programs at both the undergraduate and graduate levels. Currently we have in excess of three thousand students. As a religiously qualified Equal Opportunity Employer our preference is for Seventh-day Adventist candidates who understand and are committed to the SDA philosophy and advancing of Seventh-day Adventist Christian Education and service.

PROVOST

The Provost is the second officer of the university who serves as chief operating officer and advises the academic officer. The combined primary functions of the provost serve to ensure that all university activities contribute to the fulfillment of the university's mission. As chief operating officer, the provost supervises the activities of her/his direct reports and leads the campus to consensus in support of the university's strategic and financial goals, collaborative plans and spiritual values. In the absence of the President, the provost also serves as chief executive officer.

DUTIES AND RESPONSIBILITIES

- Assists the president in refining and articulating the university's strategic vision and supervises the implementation of the university's strategic plan
- Provides administrative leadership and academic counsel for the university under the president's direction
- Manages the day-to-day operations of the university

- Serves as a leader of the university's commitment to diversity
- Collaborates with the vice presidents and deans on academic and financial planning
- In consultation with the University President, oversees the management of university resources and the preparation of the annual budget
- Sets and maintains the university's standards for recruitment, admission and graduation
- Oversees faculty recruitment, appointment, development, promotion and tenure
- In counsel with the Vice President for Academic Administration, advises on program development and curriculum planning and ensures the integrity and excellence of academic programs
- Oversees self-assessment of the university, its programs, faculty, administrators and staff
- Coordinates the university's relationships with accrediting bodies
- Ensures that policies and procedures are fairly developed and applied
- Fosters a spirit of compliance with statutory and regulatory obligations
- Encourages individual and institutional research efforts
- Evaluates the performance of direct reports
- Oversees the maintenance and publication of official university publications like the University Bulletin and the Working Policy.
- Serves as a positive change agent for areas of the university where change will strengthen the university's ability to fulfill its mission
- Performs other appropriate duties as the president may authorize or request

QUALIFICATION AND EXPERIENCE

- Earned terminal degree from an accredited university
- Minimum of seven (7) to ten (10) years in higher education and demonstrated successful record in educational administration
- Collaborative and collegial management style and willing team member
- Evident high personal and professional integrity

- Commitment to diversity
- Direct personal experience in classroom teaching, research and scholarship
- Commitment to the unique role and mission of USC

OTHER REQUIREMENTS

- Visionary leader who recognizes and understands trends in higher education
- In depth understanding of the North American/Caribbean Education and Accreditation environments and systems
- Strong communication skills
- Active and committed Seventh Day Adventist Christian
- Committed to high spiritual, moral and ethical standards of the University of the Southern Caribbean

Applications should include detailed curriculum vitae. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE HUMAN RESOURCE DEPARTMENT
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Applications should be received no later than **June 8, 2018**

Or email us at: hr@usc.edu.tt

Applicants are also required to submit a copy of the application to:

Chief Manpower Officer, Ministry of Labour & Small and Micro Enterprise Development, Level 3, #50-54 Duke Street, Port of Spain.

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.