



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

CAREER OPPORTUNITY

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

SCHOOL OF BUSINESS & ENTREPRENEURSHIP
DEAN

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.

JOB SUMMARY

The Dean is the chief officer of the School and as such is its executive head, representative, and administrator. The Dean works with the Chairs and others to monitor and improve the general academic health and welfare of a group of academic disciplines and programs. The Dean is responsible for the organization and operation of the School, including the operations of the departments and of organized research units, and for its effectiveness in achieving its purpose. The Dean is also involved as a major campus officer in helping to articulate the educational purposes of the campus and to foster their accomplishment. As a member of the campus administration, the Dean is responsible for working cooperatively with other campus officials, for seeing that University and campus policies and requirements are carried out, and for integrating campus and faculty objectives. The Dean has wide latitude in carrying out this general charge. Diversity of style and of emphasis is expected. Innovation and experimentation are encouraged. The Dean reports to the Provost and is a full-time academic-administrative official. The Deans is a member of the Academic Advisory Council. The Dean may also perform special assignments from time to time.

DUTIES AND RESPONSIBILITIES

- Develops and implements a Strategic Plan for the School of Business and Entrepreneurship that aligns with the goals of the University (mission, vision and value statements).
- Leads in preparation and monitoring of the annual budget of the School.
- Responsible for instructional, research and professional service programs.
- Supervises, evaluates and supports departments of the School in a manner that promotes the University's Value Statement - *Beyond Excellence*.
- Leads and manages program offerings, curriculum and accreditation activities.
- Coordinates the development of new programs and the improvement of existing ones.
- Responsible for the evaluation of Chairs and Staff in the School.
- Establishes relationships with external constituency/businesses to improve the internship programs for students and enhance practicum and research opportunities for students and faculty.
- Advises the Provost on all faculty and other matters relating to the School, as a member of the Council of Deans and Directors.

QUALIFICATION AND EXPERIENCE

- A doctoral degree in Business or related field from an accredited institution.
- At least five (5) years of progressive leadership as a departmental chair or above/other significant managerial/leadership that will qualify the candidate ranking of at least an Associate Professor.
- Knowledge of admission and registration procedures for colleges/universities, nationally and internationally.
- Demonstrated successful leadership and management experience.
- Must have a history of publication(s).

OTHER REQUIREMENTS

- Involvement in scholarly research
- Visionary leadership
- Capable of working with Government and Non-Governmental Organizations in the region and elsewhere
- Personable, discreet, highly motivated, and customer oriented
- Excellent communication skills
- Committed to high spiritual, moral and ethical standards of the University of the Southern Caribbean

Applications should include detailed curriculum vitae, and two (2) written recommendations, with one being from current employer. 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**

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

Applications should be received no later than September 17, 2019.

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