



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

CAREER OPPORTUNITY

SCHOOL OF BUSINESS & ENTREPRENEURSHIP

Applications are invited from suitably qualified applicants for the following position of Dean School of Business and Entrepreneurship:

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.

DEAN, SCHOOL OF BUSINESS AND ENTREPRENEURSHIP

DUTIES AND RESPONSIBILITIES

- Develop and implement a Strategic Plan for the School of Business and Entrepreneurship that aligns with the goals of the University (mission, vision and value statements)
- Lead in preparation and monitoring of the annual school budget
- Responsible for instructional, research and professional service programs
- Supervise, evaluate and support departments of the school in a manner that promotes the University's Value Statement - *Beyond Excellence*
- Lead and manage program offerings, curriculum and accreditation activities
- Coordinate the development of new programs and the improvement of existing ones
- Advise the Vice President for Academic Administration on all faculty and other matters relating to the school, as a member of the Dean's Council.

QUALIFICATION AND EXPERIENCE

- A doctoral degree in Business or related field from an accredited institution
- At least five (5) years of experience in administration at a tertiary institution
- 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 or uschumanresources@yahoo.com

Advertisement will be left open until a suitable candidate is found.

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