



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

CAREER OPPORTUNITY

The University of the Southern Caribbean invites applications for the following position:

OFFICE OF ACADEMIC ADMINISTRATION

DEAN OF DISTANCE EDUCATION AND GRADUATE STUDIES

DUTIES AND RESPONSIBILITIES

- Facilitates the process of taking new programmes through the relevant committees to prepare them for ACTT
- Liaises with Deans and Directors about online course development
- Coordinates faculty evaluations, makes recommendations and provides Deans with assistance for monitoring teaching quality
- Conducts annual evaluation of online programmes
- Works along with Deans in Preparing Programme Learning Outcomes for all online programmes
- Development and Revising of the Graduate Bulletin and Thesis Manual
- Organises graduate orientation and registration in conjunction with the Registry
- Oversees scheduling and classroom allotments
- Plans and coordinates Defences including sourcing advisors
- Markets graduate programmes
- Develops and implements governing policies, procedures and standards for Distance Education Operations
- Ensures compliance with policies, procedures and online teaching standards
- Develops and maintains Distance Education Facilitators' and Students' Handbook
- Oversees the quality of online programming

- Provides training relative to the online environment for faculty and staff
- Research current online technologies and regional and international trends in distance education
- Coordinates with Deans to facilitate curriculum development and design for new online programmes
- Establishes a pool of faculty to teach online
- Develops and implements a strategic plan in line with University's mission and goals
- Schedules online programme offerings
- Communicates with the University's support services to provide support for online students to ensure that they have a positive learning experience
- Facilitates the informational needs of faculty and students
- Collaborates with other universities and organisations to provide best practice approaches to online education

QUALIFICATION AND EXPERIENCE

- A Doctoral degree in Educational Administration/Leadership or related area from an accredited Institution
- A minimum of 5 years of experience and success in leadership and management within a tertiary level academic institution
- Experience in the areas of budget preparation and curriculum development
- Experience in program development and flexible course delivery
Excellent knowledge of the SDA education system

OTHER REQUIREMENTS

- Extrovert personality with entrepreneurial and negotiation skills
- The ability to think and act strategically
- The ability to work collaboratively, engage and inspire others, and develop a rapport with many diverse people and groups, including faculty, staff, students and alumni
- The ability to develop a network of relationships with key constituents
- Excellent communication skills
- Ability to capitalise on diversity in goal achievement
- Commitment to high spiritual, moral, and ethical values of the Seventh-day Adventist Institution

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**

Advertisement will be left open until a suitable candidate is found

Or email us at: hr@usc.edu.tt or uschumanresources@yahoo.com

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.