



UNIVERSITY of the SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITIES

DIVISION OF STUDENT DEVELOPMENT AND SERVICES

Applications are invited from suitably qualified applicants for the position of Dean of Men – Timothy Greaves Residence Hall

The University of the Southern Caribbean, is a fully accredited educational institution with its main campus 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 we reserve the right to prefer persons who are committed to our philosophy and advancing of Seventh-day Adventist Christian Education and service.

The Timothy Greaves Residence Hall is a newly constructed residence for male students

RESIDENCE HALL DEAN OF MEN

The Dean of Men is a highly responsible position with accountability for the general management of the Residence Hall and the conduct of students ensuring that the Seventh-day Adventist philosophy and principles are reflected in the activities and conduct of residents. .

DUTIES AND RESPONSIBILITIES

- Responsible for the general management of the Timothy Greaves Hall
- Liaise with the Division of Spiritual Development in the supervision and promotion of the religious life and activities of residents through prayer bands.
- Supervise the conduct of students living in the Timothy Greaves Residence Hall, ensuring that it is in keeping with Seventh-day Adventist lifestyle principles as reflected in the Residence Hall Handbook.

- Investigate reported irregularities among dormitory residents.
- Maintain proper order among the residents and resolve non major disciplinary problems, investigate others, and when necessary, report major cases to the Vice President for Student Development and Services.
- Deal with requests for leave of absence and off-campus activities that do not involve scholastic irregularities.
- Take the initiative in suggesting plans for the repair and refurbishing of the Residence Halls and communicate these to the Maintenance Department.
- As a member of the Deans Council arrange dormitory reservations and room assignments for students and guests.
- Collaborate with the heads of Service Departments in developing habits of responsibility, diligence, promptness, and honesty in students as workers.
- Encourage punctual attendance of students at classes, chapels, church services and work programs.
- Ensure that the University code of conduct and dress standards are constantly upheld.
- Serve as a liaison between residence hall students, administrators, faculty and staff.
- Other duties as reflected in the job description

QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Student Services, Management or related field
- Experience living in a SDA Residence Hall and serving as Resident Assistant for a minimum of one year
- At least three years' experience in a supervisory position
- Extensive knowledge of the SDA Philosophy

OTHER REQUIREMENTS

- Excellent Communication Skills
- Demonstrated leadership ability
- Ability to lead and motivate young people
- Ability to foster a collaborative atmosphere among students, faculty, and staff
- Willingness to participate in community activities.
- Enthusiastic, committed role model
- Commitment to the values and philosophy of the USC

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

Applications should be received no later than **January 31, 2017,**

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