



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

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

DIVISION OF THE PROVOST

ASSOCIATE/ASSISTANT PROVOST

JOB SUMMARY

The **Associate/Assistant Provost** provides leadership and vision to Graduate Studies and the Professional Development Institute (PDI). He or she is responsible to the Provost and works collaboratively with other stakeholders to facilitate efficient management and advancement of the program within his/her purview. This position requires more than the standard 40-hour work week and the position holder may have to work outside of normal work week time; works on flexitime. The appointment will be on a rotation basis for four years with the option to renew. He or she reports to the Provost.

SCOPE OF ROLE

Leading, planning, coordinating, collaborating, organizing, researching, marketing, assessing and networking.

DUTIES AND RESPONSIBILITIES

- Develops and maintains a Master Plan for Graduate Studies.
- Provides leadership to the Professional Development Institute (PDI).
- Recommends an annual budget after clarifying goals and objectives for the ensuing year.
- Leads and champions the growth, development, quality, and continuation of graduate program and graduate education at the University.
- Moves graduate education and research in a direction congruent with the University's strategic plan and goal of becoming a research-enhanced comprehensive institution.

- Drives the research agenda and projects to support Graduate Education.
- Cultivates progressive academic and administrative policies related to graduate education and research.
- Oversees operations in the Office of Graduate Studies and Research.
- Fosters collaborative relationships with all faculty, programme coordinators/directors, school deans, administrators and off-campus stakeholders serving and served by the graduate program.
- Recommends the standards for faculty members under his/her supervision in terms of ethics, academic specialisation, personal and general deportment in accordance with the requirements and established code of practice of the University.
- Works collaboratively with key stakeholders to ensure that the spiritual ethos is maintained and enhanced in all areas under his or her leadership.
- Works collaboratively with the Deans of the Schools, Director of MSOT, Graduate Program Coordinator and Human Resources Department personnel in recruiting faculty for the various programs.
- Consults with the Provost and the Director of Human Resources in establishing compensation packages for faculty.
- Prepares on-going needs assessment of the community, both immediate and projected needs, within the context of the University's resources.
- Collaborates with the Division of Student Services & Enrolment Management, establishes and directs the preparation of advertisements for students.
- Performs other duties as assigned by the Provost.

Administrative Functions:

- Chairs the Graduate Council.
- Facilitates the process of taking new program through the relevant committees to prepare them for ACTT.
- Reviews existing program.
- Coordinates faculty evaluations, makes recommendations and provides the Directors with assistance for monitoring teaching quality.
- Coordinates the development and revising of the Graduate Bulletin and Thesis Manual.
- Organises graduate orientation and registration in conjunction with the Associate Registrar.
- Collaborates with the Department of Research & Innovation to ensure that graduate research standards and IRB requirements are met.
- Organises and chairs the Thesis Defense Committee.
- Markets graduate program.
- Drives the development of graduate program.
- Establishes partnerships with other universities.
- Establishes support centres to support graduate program at the various sites.
- Oversees the Webpage design and management.
- Develops newsletters.

Research:

- Promotes increased focus on peer-reviewed publications and extramural grant activities by graduate students and graduate faculty.
- Engages in cultivating and securing funding for all aspects of the research.
- Assists in the development of a compelling and inclusive vision for research.
- Builds strong intra-and-inter-professional relationships that enhance new and existing research linkages, including between research and teaching faculty, research faculty and clinical practices or hospitals, university and community engaged research enterprises, and local, national and international researchers.
- Provides and facilitates mentorship of research-active faculty.

- Provides consultation regarding preparation of research proposal and potential funding.
- Ensures that all university-related activities are compliant with the University's policies.

Teaching:

- Teaches six (6) graduate credits for the academic year.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A Doctoral degree in 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 Graduate Education is preferred.
- Track record in research and publication in peer-reviewed journals and publications.
- 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

- Willingness to work and travel and establish sites in other countries in the Caribbean.
- 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 set and meet key performance goals and targets.
- Commitment to high moral, spiritual, and ethical values of the Seventh-day Adventist Institution.

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

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

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

The position is open until filled. For full consideration, please apply by September 16, 2022.

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