



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

CAREER OPPORTUNITY

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

DEAN SCHOOL OF SOCIAL SCIENCES

JOB SUMMARY

The Dean is the chief officer of the school and as such is its executive head, representative, academic leader, and administrator. The Dean plays a key role in institutional strategic planning and decision-making. The Dean works with the Chairs/Coordinators 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, 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, faculty and staff and students within and across the university.

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 is a full-time academic-administrative official, is a member of the Academic Advisory Council and may also perform special assignments from time to time. The Dean fosters team activities in the school, and contributes to maintaining the strategic pillars of the University. The position requires compliance with established policies and procedures of the school and University and a high level of confidentiality.

DUTIES AND RESPONSIBILITIES

Governance/Leadership

- Ensures that the activities of the school are undertaken in accordance with the governance, policy and regulatory framework of the University.
- Develops and implements a Strategic Plan for the school that aligns with the goals of the University (mission, vision and value statements).
- Strengthens the school's interdisciplinary links across the University by liaising with other Deans and other administrators to initiate and develop programs, research programs and develop international, national and regional links which span other institutions or services.

- Represents the school as a member of the Faculty Senate.
- Represents the school on the Administrative Council, Academic Advisory Council and other Committees as required.
- Manages resources of teaching programs and arranges for interaction of division curricula. The Dean assures that service and prerequisite courses in the school are provided in adequate numbers, and that the course syllabi meet the needs of subjects for which the courses are prerequisites. The Dean reviews all academic programs, develops new programs in accordance with market needs, and manages the progression and successful completion of the students within the school.
- Encourages the planning and development of new programs and improvement of current programs, i.e., more rational, imaginative and economic ways to coordinate or consolidate the subject matters of the various disciplines aggregated under the label of the school.
- Leads, manages and develops the school's focus on the achievement of excellence in teaching and research nationally and internationally; and supports activities to maximize the economic, social and cultural impact of research as appropriate.
- Recommends appointment of department and committee chairs and program coordinators; assures and collaborates with university administrators their proper orientation and training.

Academic Personnel

- Recommends to the Provost recruitment, appointment, promotion, and termination of academic and staff personnel in collaboration with the Human Resources Director.
- Supports and assists the scholarly development of faculty, particularly junior faculty; and provides recommendations to support the professional development of faculty and staff.
- Recognizes and fosters excellence in teaching.
- Recommends and collaborates with the Provost on the implementation of all personnel related policies of the university.
- Plans personnel development to meet the needs of the school.

Administrative Direction

- Is responsible for the financial affairs of the school, including seeking budgetary and extramural funds and managing the school's resources; manages the financial viability of academic programs; and encourages grant applications.
- Assures proper management of, and is responsible for space, facilities, and property for the school.
- Is involved in the management of the capital projects of the school.
- Ensures the health and safety of faculty, staff, students, and visitors in accordance with university requirements.
- Produces management and other reports as required.

Roles and Duties of the Dean

- Faculty governance – manager, supervisor, leader, decision-maker
- Instruction – supervisor
- Budget and resources – implementer, leader
- External Communication – communicator, coordinator, decision-maker
- Faculty and Staff Affairs – coordinator, mediator
- Student Affairs – planner, supervisor
- Office Manager - supervisor
- Professional Development – leader

Other

- Maintains membership with a professional society and attends/participates in professional conferences.

- Fosters team activities within the school and University.
- Performs other assigned duties commensurate with the position.

** In undertaking these responsibilities, the Dean will clearly be able to delegate specific functions to other individuals but not accountability for them.*

QUALIFICATION AND EXPERIENCE

- A doctoral degree is preferred in a 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, and which demonstrates successful interaction with other disciplines.
- A strong track record of pedagogic or related activities in a discipline appropriate to the work of the school.
- Must have a history of publication(s).

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of the critical success factors of a Dean, specifically, setting of visions and goals, exploring paths for academic program growth, building consensus among team members, effectively manage and lead through change, and empower and engage faculty and staff.
- Knowledge of accreditation process, academic policies, and procedures.
- Knowledge of teaching and learning procedures and outcomes.
- Knowledge of health and safety policies and procedures.
- Knowledge of finance, education administration, and project management.
- Knowledge of admission and registration procedures for colleges/universities, nationally and internationally.
- Excellent critical thinking ability to understand the needs of the school, faculty, staff and students and find practical solutions, particularly for budgeting and fundraising activities.
- Strong interpersonal, communication, and leadership skills to interact with all members of the University effectively.
- Demonstrated skills in a variety of educational technologies including learning management systems, curriculum databases, electronic instructional design tools, and web-based applications.

OTHER REQUIREMENTS

- The candidate must have proven leadership expertise in cultivating collaborative relationships within the Department and University, provide evidence of effective teaching in higher education, and possess a strong record of research.
- Time and results oriented.
- Team player.
- Personable, discreet, highly motivated.
- Excellent written and oral communication skills.
- Willingness to become involved in community service in and around the University.
- Ability to appreciate the diverse cultures at the University.
- Confidentiality, integrity, dependability, and conscientiousness.
- Appropriate and professional appearance and demeanor required.

- Committed to high moral, spiritual and ethical values of the institution.

Applications should include a Cover Letter, a detailed Curriculum Vitae, and 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@usc.edu.tt

Applications should be received no later than August 15, 2022.

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