



UNIVERSITY of the SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

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

DIRECTOR GUYANA SATELLITE SITE

JOB SUMMARY

The Director Guyana Extension Campus is responsible for providing strategic and visionary leadership. He or she manages the day-to-day operations of the Campus in consultation with the Dean, Distance Education and the Provost. This is a full-time position and all activities are done in accordance with the Policies and Guidelines of the University.

DUTIES AND RESPONSIBILITIES

- Coordinates the development and implementation of strategic plans for the Guyana Campus.
- Markets all educational programmes to the Guyana public.
- Administers the day-to-day operations of the office, its staff, and the academic programmes in consultation with the relevant administrative personnel on **the** main campus.
- Manages the performance of staff and faculty at the site ensuring that the spiritual ethos of the University is engrained in the culture.
- Promotes SDA Education and the integration of faith and learning.
- Develops and maintains relationships with businesses, industries, community organizations, government organizations, and other satellite site coordinators.
- Coordinates visits of main campus personnel to the Satellite Site.
- Assists in the recruitment of faculty and staff for the Satellite Site.
- Develops and implements strategies for boosting the enrolment at the Satellite Site. These shall include visits to schools, churches, career fairs and media houses.
- Devises strategies for income generation of satellite sites through partnership, contact training for businesses, fees, etc.
- Chairs Advisory Committee meetings and submits reports to the Dean of the School of Distance Education or designate.

- Coordinates relationship between Guyana GOAL representatives and the USC administration team.
- Represents the University professionally in department and appearance at all times.
- Represents the University to its major stakeholders in Guyana.
- Perform any other duties as may be assigned or may be specific to the particular office.

QUALIFICATION AND EXPERIENCE

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

- A Master's degree from an accredited Institution.
- A minimum of four years' experience in a supervisory role in a formal post-secondary/tertiary education environment.
- Proven track record of leadership in the education sector.
- Working knowledge of the SDA Institution and Adventist education system.

OTHER REQUIREMENTS

- Working knowledge of the admissions guidelines and requirements of the University.
- Knowledge of the academic processes and operations of the University.
- Skills in academic advising and program development.
- Effective communication skills.
- Knowledge and skill in the use of e-learning technologies.
- A working understanding of marketing management.
- Demonstrated ability to work in teams.
- Ability to implement strategic plans.
- Deep commitment to the high moral, spiritual, and ethical values of the University and to Adventist Education.

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 & TOBAGO**

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

Applications should be received no later than **August 30, 2024**.

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