



UNIVERSITY of the SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

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

DEAN OF WOMEN

JOB SUMMARY

The **Dean of Women** provides leadership and direction and serves as the first point of contact/special liaison in support of the female students within the context of the Residence Hall. Due to the specific nature of that indispensable work, this position will require an individual of the female gender and is supported by the Office of the Vice President of Student Services & Enrolment Management. She plays an integral role in the formation of the female students and she is responsible for coordinating all aspects of the Residence Life program related to residence life, student staff, hall programs, hall meetings, religious and special activities or projects in the Ladies' Residence Hall. The main function of this position is to maintain harmony in the lives of the students and their wellbeing, working together to create a vibrant living and learning community focused on the development needs of residential female students within the context of the mission of the University, ensuring that the Seventh-day Adventist philosophy and principles are reflected in the activities and conduct of residents. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. This is a full-time position and the Dean of Women is required to reside in the Residence Hall full-time; and to work non-standard hours at varying times which may include on-call/after work hours. She reports to the Vice President of Student Services & Enrolment Management.

DUTIES AND RESPONSIBILITIES

- Supports the Vice President in conducting developmental goals, carrying out institutional effectiveness plans and reports for programs and initiatives in residence life.
- Manages and directs the daily operations of the Ladies' Residence Hall including Residence Hall opening and closing procedures, occupancy and work rosters.
- Responsible for the preparation of the budget, annual reports, data collection, other required documents and reports, and calendared activities.
- Provides mentorship and training for the support staff within the Department and ensures that all staff are present for shift work and directly supervises student workers on the shift.
- Responsible for the students' observance of the policies and procedures of the Residence Hall.
- Supports Residence Life efforts to maintain a safe, secure, healthy, and positive living environment that enhances student development and learning.
- Facilitates the orientation of new students admitted into the Residence Hall.

- Evaluates and assesses housing occupancy, retention, and trends in enrolment projections; addresses retention concerns, mental health or transition challenges.
- Responds to the spiritual, social, physical, and academic needs of the residents through the coordination of various programmes to achieve a strong, Spirit-directed, positive learning environment to allow residents the ability to experience success in the various facets of residence and student life.
- Facilitates an environment which stimulates student accountability within a residence community and as a member of student body of the University.
- Provides support, care, and crisis intervention services as needed for residents and works closely with Department of Health & Wellness on student health and emergency issues. Makes counselling referrals when such referrals are deemed necessary.
- Provides one-on-one counsel to students in regards to disciplinary action, Residence Hall behaviour, and other student related issues and needs, ensuring that it is in keeping with Seventh-day Adventist lifestyle principles as reflected in the Residence Hall Handbook.
- Facilitates the resolution of conflicts and grievances among students and between them and others.
- Ensures disciplinary procedures in the Residence Hall and for all necessary internal and external reporting relating to those procedures; implements the conduct code and disciplinary procedures of the University and maintains detailed, accurate, written records of all such proceedings and disciplinary actions.
- Oversees maintenance requests for dormitories and liaises with the Maintenance Department for seeking their services.
- Attends and participates in department meetings and training exercises and committees as designated by supervisor or Vice President; and meetings called by the University.
- Monitors and maintains equipment and all public area facilities operated by the Residence Hall.
- Designs, develops and evaluates programmes for resident life.
- Performs other assigned duties commensurate with the position.

QUALIFICATION AND EXPERIENCE

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

- A Bachelor's degree in Theology or Social Sciences or related field from an accredited institution.
- Three to five years' experience in Residence Life practices at an institution of higher education would be an asset.
- Supervisory experience would be an asset.
- An understanding and deep commitment to youth ministry, student development, student retention, student housing and student with disability.
- Previous experience in a relational ministry setting preferred.
- Comfortable in preparing and presenting to groups.
- Competency in MS applications including Word, Excel, Publisher and Power Point.
- Experience working in a team.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong understanding of, and ability to bring a relational ministry approach to the position.
- Strong understanding of, and ability to weave a formational approach into various types of initiatives.
- Knowledge and understanding of established professional codes of ethics and best practices for Student Affairs professionals.
- Knowledge of the SDA Philosophy and the ability to foster a balanced SDA culture.

- Ability to interact positively and with a service mind-set, with students, faculty, staff, parents, and external constituencies.
- Must be patient, kind, and tolerant with the ability to execute tactically while understanding strategic impacts.
- Ability to coordinate and perform a variety of work activities independently, following direction given by supervisor.
- Ability to demonstrate accountability and teamwork.

OTHER REQUIREMENTS

- Critical thinking
- Attention to details
- Highly organized
- Excellent oral and written communication skills
- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanour required
- Commitment to the high moral, spiritual and ethical values of the University

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 14, 2025**.

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