



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

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

**SCHOOL OF THEOLOGY AND RELIGION**

**DEAN**

The University of the Southern Caribbean is a 98-year-old tertiary Seventh-day Adventist University with full institutional accreditation by the Accreditation Council of Trinidad and Tobago and the Adventist Accrediting Association. The main campus is located in the beautiful Maracas Valley in Trinidad and Tobago with regional campus sites in Antigua, Barbados, St. Lucia, Guyana, Tobago, and South Trinidad. USC offers higher education based on the Christian philosophy of the Seventh-day Adventist church, fostering intellectual curiosity, cultural diversity, spiritual nurture, and moral integrity. With a multi-cultural mix of faculty, staff and students, the University offers a wide range of academic programs at both the undergraduate and graduate levels. Currently, the enrolment exceeds two thousand, five hundred students. As a religiously qualified Equal Opportunity Employer, we reserve the right to select persons who are committed to the philosophy and advancement of Seventh-day Adventist Christian Education and service.

**JOB SUMMARY**

The Dean is the chief officer of the school and as such is its executive head, representative, and administrator. The Dean works with the Chairs 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, including the operations of the departments and of its organised research units, 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, to ensure that University policies and requirements are carried out, while employing innovative ideas to integrate campus and faculty objectives. Diversity of style and of emphasis is expected. The Dean reports to the Provost and is a full-time academic-administrative official.

The Dean serves as an advisor on academic advisory committees and will be required to perform special assignments from time to time.

## **DUTIES AND RESPONSIBILITIES**

- Develops and implements a Strategic Plan for the School of Theology and Religion that aligns with the goals of the University (mission, vision and value statements).
- Leads in preparation and monitoring of the annual budget of the school.
- Responsible for instructional, research and professional service programs.
- Supervises, evaluates and supports departments of the school in a manner that promotes the University's Value Statement - *Beyond Excellence*.
- Leads and manages program offerings, curriculum and accreditation activities.
- Coordinates the development of new programs and the improvement of existing ones.
- Responsible for the evaluation of Chairs/Directors and Staff in the School.
- Establishes relationships with external constituencies/businesses to improve the internship programs for students and enhance practicum and research opportunities for students and faculty.
- Advises the Provost on all faculty and other matters relating to the school, as a member of the Deans Council.

## **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 a related field from an accredited institution.
- At least five (5) years of progressive leadership as a departmental chair or above, or 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) in refereed journals or publications.

## **OTHER REQUIREMENTS**

- Involvement in scholarly research.
- Can establish a strong working relationship with regional church leaders.
- Capable of working with Government and Non-Governmental Organisations, the region and elsewhere.
- Knowledge of teaching, learning procedures and outcomes.
- Strong interpersonal, communication and leadership skills.
- Committed to high moral, spiritual, and ethical standards of the University of the Southern Caribbean.

*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 HUMAN RESOURCE DEPARTMENT  
UNIVERSITY of the SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT OF SPAIN  
TRINIDAD & TOBAGO**

Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)

**This position is open until filled.**

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