

Caribbean Nazarene College, Trinidad and Tobago

Position: Dean of Student Services

Job Summary

The Dean of Student Services shall, in achieving the vision of the College, ensure the welfare of the student by developing and implementing programs that would adequately address all the social, judicial, academic, financial and spiritual needs of the student from admission to graduation.

Reporting relationship

The incumbent will report to the Dean of Academic Affairs

Some Key Duties:

1. Ensure students are advised of their rights and responsibilities.
2. Directs the student judicial process to include but not limited to developing and implementing policies and procedures, conducting investigations, and determining student outcomes.
3. Serves as consultant to deans of instruction and faculty on student disciplinary issues.
4. Ensures continuous quality improvement in student services programs and services by analyzing qualitative and quantitative data implementing recommendations.
5. Collaborates with instructional deans, faculty, and academic support staff to improve student intake and retention.

Qualification and Experience

Masters in Education, Counseling, Business Administration or any related field

A minimum of 3 years in experience in a similar leadership position

Experience in mediation, and conflict management.

Skills and Competencies

Excellent communication skills

Excellent interpersonal skills

Excellent leadership skills

Excellent mediation skills

Strategic and creative vision

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07/11/16