

Caribbean Nazarene College, Trinidad and Tobago

Position: Dean, Undergraduate Studies

Job Summary

The Dean of Undergraduate Studies is the chief administrator for all undergraduate programs within the College, overseeing the fulfillment of the academic mission at the undergraduate level.

Reporting relationship

The incumbent will report to the Dean of Academic Affairs

Some Key Duties:

1. Serve as a campus-wide advocate for the undergraduate department by promoting teaching and learning of the highest quality and championing student academic success.
2. Work with the Dean of Academic Affairs to establish Institute-wide and department-specific learning outcomes for all undergraduate students.
3. Develop and implement innovative academic curricula that enrich the educational experience of all undergraduate students and ensure the ongoing assessment of the quality and effectiveness of undergraduate instruction at CNC.
4. Develop and manage the budget for the Undergraduate department
5. Oversee the efficient administration of the undergraduate academic programs by academic staff
6. Teach in areas of interest or specialism as required at undergraduate level (and post graduate level where appropriate) and in other curriculum areas as well as supervision of theses/dissertations or practicum as required

Minimum Qualifications and Experience

PhD in Education, Strategic Leadership or related discipline

Minimum of 5 years experience in a similar leadership position at an accredited institution of higher education

Skills and Competencies

Outstanding communication and presentation skills. Excellent teaching skills. Strong interpersonal skills. Strong leadership skills. Business acumen. Strategic and creative vision.

DF 07/11/16