



NORTHERN CARIBBEAN UNIVERSITY

A Seventh-day Adventist Institution

Applications are invited from suitably qualified individuals to fill the following position:

Associate Vice President for Student Services With Responsibility for Enrolment Management and Services

The Associate Vice President for Student Services, with responsibility for Enrolment Management and Services provides leadership in the development and implementation of a comprehensive enrollment management plan for the University. The Associate VP for EM provides support to the Vice President and leadership, oversight and coordination among the offices and functions of Recruitment and Admissions, International Student Services, Academic Accommodation for Students with Disabilities, Career and Employment Services, Student Engagement and Retention, Scholarships and Student Aid, Social Development and Residence Halls.

The Associate VP for Enrolment Management and Services contributes to the develop of effective policies and procedures related to student enrollment and enrollment-related functions. The AVP generates reports and analyses data to inform the campus community regarding enrollment- related issues and serves as a member of the Administrative Council, this position also advises the Vice President on matters pertaining to general development of the division, strategic planning and budgeting. The AVP for Enrolment Management and Services will also serve on other committees as outlined in the University's Standing Committees.

Required Skills and Competencies:

- Strong leadership skills.
- Excellent interpersonal skills.
- Have an appreciation of the NCU ethos and philosophy.
- Possess a working knowledge of the needs of young people.
- Excellent oral and written communication skills.
- Effective team building skills

Required Qualifications and Experience:

- The ideal candidate should possess at least a Master's degree, preferably in Student Affairs, Higher Education Administration, Theology, Psychology, Social Welfare or a related discipline.
- The ideal candidate should have at least five (5) years' experience in administration, working with young people and adults.

APPLICATION GUIDELINES

1. The subject line of the application should contain the name of the position that is being applied for as listed above e.g. “**Associate Vice President, Student Services**” and addressed to:

The Director, Human Resource
Northern Caribbean University
Manchester Road
Mandeville, Jamaica, West Indies
Phone: 876-963-7163
E-mail: hr@ncu.edu.jm

2. Applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) to hr@ncu.edu.jm incorporating all of the below required information:
 - A Curriculum Vitae, including all qualifications and experience, and a cover letter addressing your interest and suitability for the role;
 - The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.
3. Short-listed candidates will be expected to present original degrees and request transcripts of their grades to be sent directly to the Human Resource Department.
4. **Application Deadline:** The completed application documents should be forwarded by email to arrive no later than **Friday, June 28, 2024.**

As a Seventh-day Adventist Institution Northern Caribbean University gives preference to qualified individuals who are members of the Seventh-day Adventist Church.