



NORTHERN CARIBBEAN UNIVERSITY

A Seventh-day Adventist Institution

Northern Caribbean University, a Seventh-day Adventist institution is dedicated to providing Christ-centred education through academic excellence, values-based focus, spiritual and physical development, social interaction and a strong work ethic to achieve student success. Its main campus is located in Mandeville with regional campuses in Kingston, Montego Bay and St. Ann's Bay. The University is accredited by the University Council of Jamaica and the Adventist Accrediting Association. It offers programmes at the undergraduate and graduate levels in Religion and Theology, Education, Humanities, Behavioural and Social Sciences, Business and Management, Natural and Applied Sciences Allied Health and Nursing.

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

Associate Dean of Women

Profile of the Position

The position of Associate Dean of Women is a key leadership role dedicated to supporting the holistic development and success of our female residents. The successful candidate will play a crucial role in fostering a campus environment that places emphasis on the holistic development and well-being of every resident. This position requires a dynamic and experienced individual who will supervise and promote the religious, social, and daily life on the Residence Hall. The incumbent will also interact with residents and will maintain a comfortable and attractive facility so that students can experience that 'home away from home' feeling.

Job Summary

The Associate Dean of Women supervises and promotes the religious, social, and daily life on the Residence Hall. The incumbent also seeks to interact with residents and to maintain a comfortable and attractive facility so that students can experience that 'home away from home' feeling.

Core Responsibilities:

- Serves as guardian of the residents and provides support which facilitates their academic pursuits and goals.
- Ensures the safety, health, comfort, and well-being of the residents.
- Plans worship and other spiritual activities, as well as ensures that residents attend worship services, assemblies and chapel.
- Supervises Residence Hall staff, including Resident Advisors, Receptionists, and assigned Custodial Workers.
- Relates to room-mate/ dorm-mate conflicts to ensure speedy and amicable resolution.
- Ensures that students sign appropriate leave request forms and sign-out book when leaving the campus.
- Plans social and affirmation events for residents.

- Liaises with parents and other stakeholders regarding the welfare of the residents.
- Supervises repairs, refurbishing, and overall ambiance of the Residence Hall.
- Arranges room reservations.
- Organizes outreach activities.
- Sources assistance for needy students.
- Serve on University committees as elected or assigned.
- Performs other related duties as may be assigned.

Qualifications and Experience Required:

- Minimum: Bachelor's degree in Counselling Psychology, Education, Religion or Business administration, or other related field.
- Three years of experience leading and coordinating the work of other staff, preparing and monitoring budgets, and performing program planning and administrative work in the area of student services or student support programs in higher education.

Other Requirements:

- Must reside on the dormitory.

Required Skills or Competencies:

- Must be able to perform a wide range of professional related tasks and be able to work independently as well as with directives. This job requires exceptional management, organizational and multi-tasking skills with strong interpersonal qualities to navigate the challenging pressures of a complex and fast-paced environment that offers crucial services, care and processes for University students.
- Be a strong Christian role model and should be committed to personal spiritual growth. She should have knowledge of youth culture and youth challenges, including knowing how to assess, intervene and direct to professional help those involved in: drug and other substance abuse issues, childhood molestation, rape and date rape, depression, suicidal inclination, bulimia and anorexia, and other crises inherent in the social-emotional environment of today's youth.
- Strong written and verbal communication skills.
- Possesses an understanding of best practices for collecting, interpreting and applying data to develop, implement and assess student learning and co-curricular programs.
- Knowledge of student development theory.

Demonstrated Skills in:

- Mediating conflict.
- Supervising and providing leadership to staff.
- Developing, recommending, implementing, and monitoring policies, procedures, and work flow.
- Developing and facilitating information sessions, presentations, and/or workshops.
- Preparing a variety of reports related to departmental activities, including statistical analysis.
- Developing and managing a budget.
- Evaluating assigned programmatic area for compliance with applicable regulations;
- Speaking in public.
- Coordinating the preparation and publication of a variety of reports and/or promotional materials.
- Conducting research to identify solutions, resolve problems, or provide information.
- Working with diverse academic, cultural and ethnic backgrounds of community college students and staff.
- Utilizing computer technology for communication, data gathering and reporting activities.
- Communicating effectively through oral and written mediums.
- Represent the University professionally and attractively to the public, generate good human relations with and among the workforce and be well acquainted with, the practice the policies of the University and the Seventh-day Adventist denominational standards.
- Demonstrate a commitment to effective customer service.
- Be knowledgeable of and committed to the philosophy, principles and mission of the Seventh day Adventist church, and give witness to these values in his/her professional and Christian life.

As a Seventh-day Adventist institution, NCU gives preference to qualified individuals who are members of the Seventh-day Adventist Church.

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 Dean of Women**” and addressed to:

The Director, Human Resource
Northern Caribbean University
Manchester Road
Mandeville
Manchester
Jamaica, West Indies
Phone: 876-963-7168
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. A detailed job description will be provided at the interview.
5. **Application Deadline:** The completed application documents should be forwarded by email to arrive no later than **Friday, February 9, 2024.**