



ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE



Vice Dean - DASGS

At the SVGCC, the Vice Dean plays a vital role in supporting the academic and administrative leadership of the respective Division. The incumbent is responsible for collaborating with the Dean and other administrators to oversee and enhance the overall operations, educational programs, and services of the Division and to ensure that the SVGCC's mission and goals are achieved.

The main duties & responsibilities will include but not be limited to the following:

- Guiding the Division towards goal achievement
- Assisting with employee recruitment and relations within the Division
- Assisting with the timetabling and scheduling of courses and programmes
- Strengthening and managing the academic offerings of the Division
- Managing and monitoring examination proceedings
- Coordinating with external bodies to ensure the effective execution of programmes and events
- Guiding developmental activities for employees within the Division
- Preparing students for graduation
- Lecturing up to nine hours per week

Tenure of Service

The position of Vice Dean is appointed on a three-year stint, with the possibility of one renewal term. Following service in the position, the employee will revert to their previous position and terms of employment at the SVGCC.

Qualifications & Experience

- At least a Master's degree in Education Administration, Education, or any other closely-related field;
- At least five years of experience as a Senior Lecturer
- At least three years of experience in a Supervisory or Leadership role
- Strong experience in performing administrative tasks such as budgeting, reporting, planning and development

Other Skills

- The ability to lead a team
- A demonstrated commitment to student-centred learning, maintaining high academic standards and promoting an innovative educational environment
- Be adept at developing and maintaining excellent working relationships at all levels built on professional expertise, credibility and trust
- Excellent interpersonal and communication skills



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- Excellent time management skills
- Excellent computer skills
- Excellent Human relations skills.
- Good problem-solving skills and the ability to take the initiative within reason
- Good time-management skills
- Great attention to detail and accuracy
- The ability to operate with emotional intelligence and political sensitivity in dealing with complex and sensitive issues
- A flexible mindset when seeking to develop and deliver creative and innovative solutions that meet current and anticipated needs