

## **Deputy Director for the Academic Foundation Department**

The Deputy Director for the Academic Foundation Department is one of student affairs practitioners who provide support in the Foundation Year department to ensure the satisfaction of the students and faculty. S/he is responsible for the implementation of policies and provides guidance to the staff under his/her supervision.

### **A. RESPONSIBILITIES:**

The Deputy Director for the Academic Foundation Department assumes the overall responsibilities as follows:

- Responsible for the implementation of the Foundation Year program;
- Provide academic advising to students;
- Supervise student registration process and update the database;
- Prepare the class schedule;
- Prepare announcements and publicity on any information on AFD to students, faculty, and other units of the university;
- Conduct student evaluations;
- Prepare AFD certificates for AFD students;
- Keep track on students and draft reports on students (registering, dropping out of school, take leave of absence...) on termly basis for the Director to review and submit to the President;
- Prepare for entrance and other exams and draft the reports for internal and external;
- Prepare self assessment report on Foundation Year to submit to director for review before submit to curriculum development committee for approval before submit to ACC;
- Following up with all reports that UC submitted to ACC to ensure that UC's reports are in consistent with ACC's guidelines and policies;
- Check on credit transfer student and submit to director for review before submit to Vice President for Academic Affairs for approval;
- Keep track on instructor such as instructor absence, find instructor substitute class by working closely with College Associate Deans, etc;
- Assist director in overall work in Foundation Year and other work for the university as whole as needed;
- Attend MoEYS, ACC, CHEA and other meetings as assign;
- Willing to attend university activities when happen;
- Supervise staff under his/her supervision.

### **B. QUALIFICATIONS:**

Must possess a Bachelor's degree in education or other relevant field with a minimum of 3 years of working experiences at supervisory level. Be able to lead the team and to manage the department.

**i. Knowledge**

- Good networking with Ministry of Education, Youth and Sports, ACC, and other government institutions
- Report writing
- Know how to handle issues

**ii. Skills**

- Strong personal, analytical, and organizational skills with little instruction
- Good time management skills
- Ability to work well independently as well as part of a team
- Strong networking, communication, and team building skills
- Motivated and creative, honest, responsible;
- Critical thinking
- Dedication to the mission of the university
- Excellent command of English and computer literacy

**iii. Personal Attributes**

- Highly Responsible and maintain strict confidentiality in performing the duties
- Demonstrate sound work ethics
- Friendly and respectful
- Honest and trustworthy
- Flexible, highly motivated, and creative

**C. REPORT LINE**

This position reports to the Director for the Academic Foundation Department.