

Director for Office of Student Academic Affairs

The Director for the Office of Student Academic Affairs is to plan the Annual Academic Calendar, schedule classes, organize exams, maintain records on the status of students, and develop reports to MoEYS, ACC and other government institutions as per required.

A. RESPONSIBILITIES:

The Director for Office and Student Academic Affairs assumes the overall responsibilities as follows:

- Assume overall responsibility for the day-to-day operations of the OSAA;
- Draft Annual Academic Calendar for the university, submit it to the academic committee to review and to the President for approval;
- Schedule classes, working in conjunction with AFD, CES, Colleges Associate Dean, Deans, and VPs to schedule of classes to ensure the use of classrooms and labs effectively;
- Review transfer students' applications and work with colleges Associate Dean to make appropriate recommendations for the number of credits that individual student can transfer in base on UC academic transfer credit policy;
- Monitor, supervise and train staff under his/her supervision to be able to address and deal with complex of issues with students and faculties;
- Monitor the implementation of conducting students evaluation and data summarizing;
- Draft reports for MoEYS, ACC, and other institutions and as per assigned by the university;
- Organize exams for students which follow UC exams policies, in order to ensure that exam preparation goes smoothly, (no questions are leaked out, no cheating, etc.)
- Attend meetings as per invited by MoEYS, ACC, or other institutions and as per assigned by the university;
- Develop work plan and budget plan for the office;
- Report on number of new, transfer, drop out, leaves of absence, and no show students to the President on termly basis;
- Be part of the Strategic Plan development;
- Provide student counseling and follow up on students who are falling behind, as well as helping with students' activities;
- Assist and facilitate with Faculty as needed;
- Implement disciplinary procedures and organize events for students and professional development activities for instructors (i.e. attending conferences, etc)

- Attend UC activities, such as meetings including staff meetings and faculty meetings, and UC lectures as well.

B. QUALIFICATIONS:

MA in Educational Management or other relevant fields with minimum of 4 years working experiences in the above mentioned description.

i. Knowledge

- Planning
- Schedule design and development
- Policy development
- Leadership

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
- Patient and friendly
- Honest and respectful
- Demonstrate sound work ethic

C. REPORT LINE

This position is required to report to the Vice Presidents.