

Director for the Academic Foundation Department

The Director for the Academic Foundation Department supports and manages the Foundation Year in the Bachelor program. S/he is responsible for enhancing faculty development within the department, for developing policy for the department, and for providing vision, leadership, and direction consistent with the overall goals and targets established by the University.

A. RESPONSIBILITIES:

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

- Responsible for the implementation and development of the Foundation Year program;
- Develop and/or review course syllabi, textbooks and teaching materials for the department;
- Implement and Development of AFD Strategic Plan and mission in order to reach goal;
- Work closely with Vice President for Academic Affairs, Deans, Associate Deans, and Director for Office of student academic affairs by consulting with them on curriculum implementation;
- Attend MoEYS, ACC, CHEA meetings and other academic related meetings;
- Be part of AFD instructor recruitment committee and student recruitment;
- Conduct student and instructor orientations;
- Conduct faculty and class evaluations;
- Prepare AFD certificates for AFD student;
- Review self assessment reports and submit to curriculum development committee for reviewing before submit to ACC;
- Sign documents submitted to ACC;
- Develop and formulate Foundation Year policy for the University when needed;
- Cooperate closely with ACC and other academic units of the University;
- Supervise staff under his/her supervision.

B. QUALIFICATIONS:

Must possess a Master's degree in educational management or others relevant field with minimum of 5 years of working experiences with academic institution and teaching. Be able to lead the team and to manage the program to make it fit to regional and international market.

i. Knowledge

- Curriculum 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
- Demonstrate sound work ethics
- Friendly and respectful
- Honest and trustworthy
- Flexible, highly motivated, and creative

C. REPORT LINE

This position reports to the Vice President for Academic Affairs.