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The University of Cambodia

Job Description (JD)

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Title: **Dean for College**

Office: **College**

Report Line: **Vice President for Academic Affairs, the Vice President for Operations, and The University President**

Level:

She/he is responsible for student enrollment; faculty development, programs development, and updating study materials; including textbook and course syllabi. By collaborating with VPRDP and IRAS, s/he is responsible for enhancing research, and providing vision, leadership, and direction for research initiatives within colleges that are consistent with the overall goals and targets established by the University.

A. RESPONSIBILITIES:

i. Development and implementation of university and college policy

- Provide leadership for long-range and strategic planning that addresses academic and financial challenges and opportunities for their respective college.
- Plans and executes student recruitment efforts in order to attract highly qualified and diverse students and meet enrollment goals.
- Leads the college's advancement activities and serves as the principal liaison between the university and the MoEYS, ACC, CHEA and the public.
- Attract, retain and develop outstanding faculty, students and staff.
- Foster a strong sense of community among and between all colleges.
- Responsible for fundraising and other university advancement activities.
- Leads the development of new programs in their respective college.
- Develops course syllabi for the program and closely monitors class progress to make sure faculty follow the lesson plan.
- Involved in the Internal Quality Assurance Committee, interviewing instructors, and strategic plan development.
- Conducts peer evaluations.
- Serves as an academic advisor for both undergraduate and graduate students and is a part of the thesis/dissertation committee.
- A part of the university research team.
- Teaches and/or substitutes a few classes when necessary.

ii. Interaction with students and faculty within the college:

- Provide advice on college admission procedures.
- Guide decisions relating to college progress and take a leading role in monitoring the educational progress of students at faculty level.
- Provide academic advice to students, and deal with case work on issues involving student progress, drop out, and both individual and group complaints.
- Advise staff with student advisory roles within the faculty.
- Approves extensions and suspensions of students under their respective college.
- Oversees the updating of information provided by the faculty for current and prospective students under the college, including the faculty entry in the college prospectus.

- Reviews the textbook submitted by faculty and applies any changes to the content of the course.
- Liaises with faculty quality assurance teams and supports the implementation of their recommendations relating to the education program in their college.

iii. Other

- Attends university activities and meetings, including staff meetings and faculty meetings, as well as university lectures.

B. QUALIFICATIONS:

Must possess a PhD in a related field to the respective college and have a minimum of 5 years working experience with an academic institution, research, and/or teaching. Must be able to lead the college and make continuous improvements in order to compete in the regional and international market.

i. Knowledge

- Curriculum development
- Policy development
- Research methodology
- Leadership experience

ii. Skills

- Strong personal and analytical skills
- Independently motivated with little need for instruction
- Works well independently as well as part of the team
- Time management and organizational skills
- Have good command of the English language
- Computer literacy
- Strong networking, communication skills
- Team building skills
- Critical thinking skills

iii.Personal Attributes

- Patient and Friendly
- Highly responsible
- Adherence to strict confidentiality standards
- Honest and trustworthy
- Respectful
- Flexible, highly motivated and creative
- Demonstrate sound work ethics