



VACANCY ANNOUNCEMENT

VA#: 2020- 05
Open: 3/2/2020
Close: Until Filled

Position: Dean of Academic Affairs

Salary : Pay Level C 1-12 (\$21,911 - \$38,911 per annum)

Location: Academic Affairs

Nature & Scope:

The Dean of Academic Affairs serves a key role providing leadership in his/her division. He/she is responsible for monitoring College programs and the quality of instruction in a manner that produces educational excellence.

Examples of Duties:

- 1) Contributes to the College's achievement of educational opportunity and excellence by ensuring that all courses and programs are well researched, professionally articulated, relevant and continually revised to anticipate and meet the needs of our students and the Pacific Community.
- 2) Ensures excellence in the quality of instruction at the College by attending to the recruitment of well qualified enthusiastic professional staff and by conducting regular performance evaluations to enable early recognition of shortcomings and facilitate expeditious, remedial or developmental training.
- 3) Maintains a high level of faculty morale, job satisfaction and performance output by providing consistent positive leadership and encouragement for staff under his/her control; ensuring they have clearly defined achievable objectives and they receive appropriate personal development, recognition, rewards and promotional opportunities.
- 4) Contributes to the provision of an environment and resources conducive to the teaching and learning process by ensuring training equipment, resource materials and facilities are available in sufficient quantities and maintained in a serviceable condition and that there is appropriate allocation of funds to permit regular replacement and refurbishment to maintain quality standards.
- 5) Contributes to the effectiveness of Education and Training Department planning and decision making process by timely provision of activity reports, statistics and by taking every opportunity to recommend improvements to systems and procedures, curriculum instruction, staffing and facilities.
- 6) Contributes to the protection of College assets by implementing a system of checks and controls on expenditure of budgets for his/her area of responsibility and ensuring that department equipment and facilities are adequately secured while unattended.
- 7) Assists the promotion and maintenance of a continuous improvement process for the College by careful and regular review of every activity in his/her area of responsibility and by recommending changes to policies, procedures, methods etc., which will enhance overall performance and customer service.

Minimum Qualification Requirements:

Preferable qualifications for this position are a Master's Degree in Curriculum and Instruction, Curriculum Development, College Teaching, but may be a Baccalaureate Degree and accompanied by minimum teaching and curriculum development work experience (minimum 5 yrs. secondary experience/3 yrs. college). Excellent oral and written communication skills. Must be capable of affecting a positive influence on outcomes by

exhibiting strong and consistent leadership. Experience and proven success in people management is important. High school Principalship or Deanship/Directorship experience preferred.

General Information:

Application Forms can be obtained from Human Resources Division at the above address or at our website: www.palau.edu. Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above, come in and see us or email us at hr@palau.edu.

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