

## 1. Dean of Studies- Anguilla Community College

**Responsibilities:** The Dean will lead a new community college with a diverse college population and differing learning styles: Responsibilities include - curriculum development, evaluation, hiring and staffing, budgeting and resource management in the, Division of Technology; Division of Natural Sciences; Division of Hospitality Studies; Division of Humanities and Education; Division of Community and Adult Education ; Division of Social Sciences.

The Dean of studies must be involved in all aspects of the College in the coordination and implementation of Academic goals, education policy, curriculum planning and development, academic program quality and assessment, faculty personnel action, library services and the academic master plan. Experience in grants and contracts would be an asset.

Other responsibilities include: fostering an academic vision which will enhance the mission of the college; engaging in academic planning resulting in excellence and increased efficiencies; providing creative and inspirational leadership in fulfilling the academic mission of the college.

The Dean must display a strong commitment to work collaboratively with all constituents of the College and must develop and maintain positive relationships with regional higher education institutions. Personal characteristics of transparency and trustworthiness highly desired and a participatory management style with willingness to make decisions in the absence of consensus. Experience in educational assessment using key performance indicators would also be an asset.

The Dean of studies will be a visionary leader responsible for establishing a 21<sup>st</sup> century learning environment, encouraging shared governance in the development of academic policy and maintaining a student centered focus.

**Qualifications:** Candidates must have a minimum of a Masters degree (doctorate preferably) from an accredited institution in one of the aforementioned disciplines; a record of outstanding leadership; demonstrate a strong record of scholarship and teaching experience at University or Community college level. Administrative experience is required preferably at the Department chair level or above. The candidate must have exceptional communication skills and be able to demonstrate leadership in the areas of team-building; strategic planning; fund-raising; grant writing; and creating collaborative relationships with external constituencies.

The position requires an individual with experience in shared governance, academic personnel issues, curricular issues, and budgetary matters. The successful candidate must demonstrate an understanding of, and a commitment to, the role of performance-based assessment in academic programs and the role of technology in the instructional process. The candidate must also value and have the ability to foster the development of a diverse learning environment for faculty, staff, and students and have a vision for shaping the future of academic programs at the Community College Level. He/she must understand and support scholarship of inquiry, outreach and teaching. Come and join an Executive Team and have a seat at the table as the Anguilla Community College charts its future.

**Desired Qualifications:** Preference will be given to candidates having significant experience in Caribbean regional higher education institutions, teaching experience, and

service in post-secondary education. The successful candidate must have excellent communication skills and be able to demonstrate leadership in the areas of team building; strategic planning; fundraising, and grant writing.

## **2. Registrar-Anguilla Community College**

Anguilla Community College seeks an experienced Registrar. The individual will lead the Office of the Registrar in a newly established Community College. The Registrar, reporting to the President and is the designated Secretary to the Board of Governors, will work with the Dean of Studies to oversee course scheduling and registration; maintain student academic records, enrollment reports, and compliance with academic policies. The Registrar manages and supervises all facets of the Registrar's office operation, and represents the office to faculty, students, alumni, and fellow administrators.

In addition to providing strategic and dynamic leadership to the office, the Registrar will be responsible for the management and administration of all activities related to student academic records, registration, and academic scheduling. The Registrar distributes information about registration and other student academic deadlines; collaborates on the preparation of the annual calendar, coordinates academic room assignments; certifies eligibility for graduation; and works collaboratively with colleagues in academic affairs on institutional research and academic assessment.

### **Essential Duties:**

- Assume leadership in the development, implementation, and supervision of student information systems and ensure integrity of the College academic and student record keeping;
- Maintain student enrollment records and transcripts, organize registration procedures, schedule classes and supervise preparation of course schedule, evaluate transfer credits, facilitate student transfers, and administer awarding of advanced placement credits;
- Review course scheduling practices on an ongoing basis to ensure efficient use of the class day and academic facilities;
- Ensure confidentiality in the storage, maintenance, retrieval, and transfer of student records. Interpret registration management practices to students, faculty, parents, and other constituencies;
- Refer requests for changes in permanent records to the appropriate faculty committee and/or the President Office;
- Monitor developments in technology and maintain technological systems to support registration and record keeping functions and ensure compliance with academic, regulatory, and accreditation policies and requirements and collaborate with constituents to revise policies and procedure
- Collect and disseminate academic and student data for institutional research. Serve on or chair University committees as appropriate;

- Certification of all student records, degree audit, grade processing, and course registration. Determining student eligibility for graduation, in collaboration with other academic officials;
- Representing the Office of the Registrar on major committees; Communicating with the dean of studies, faculty, academic departments, students, parents, and registrars at other educational institutions;
- Managing the Banner, or datatel student information system to ensure accuracy of student records and to produce timely reports for compliance and strategic decision-making;
- Recommending technology-based efficiencies to institutional record-keeping. Managing classroom scheduling as well as developing a student disaster prevention and recovery process and procedures; and
- Working with the Information Technology Division to create reports for the College as well as enforcing policies governing privacy and disclosure of information from students records.

**Qualifications: Required:** Bachelors degree, Master's or other Terminal degree preferred. Progressive responsibility in an office of registration and records. Technical expertise managing complex administrative student information systems. Strong interpersonal, oral, written, and analytical skills. Demonstrated experience of personnel supervision and management. Ability to adapt to changing policies, new academic directions, and student needs.

**Preferred:** Demonstrated experience integrating new technology into office procedures and processes. Functional knowledge of Banner or datatel admission and enrollment information system. Knowledge of document imaging system. Budget management experience.

Experience serving as a Registrar at an accredited college or university. In lieu of experience as a Registrar, candidates must have at least 5 years of management experience in an enrollment services environment (i.e. Admissions or Registrar's Office), including at least 3 years of responsibility in a leadership position. Demonstrated understanding of the application of technology to deliver registration services.

A positive attitude and ability to plan and adapt to change is desirable. Ability to maintain strict confidentiality; and ability to collaborate effectively with all divisions, and Units of the College. Strong oral and written communication skills. Strong information systems skills - word processing- spreadsheets (e.g. Knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.) Internet-based research and statistical tools such as SPSS . Excellent analytical and organizational skills.