



TANGAZA UNIVERSITY COLLEGE

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

Dean of Students

Tangaza University College is moving towards becoming a full university. As befits an institution of higher learning, we are committed to academic excellence and the personal transformation of our students, both lay and religious. The following vacancy have arisen within the University College and requires to be filled:

POSITION TITLE: Dean of Students
DEPARTMENT: Dean of Students
REPORTS TO: Deputy Vice Chancellor, Academic & Student Affairs
EMPLOYMENT STATUS: Contract

SUMMARY OF JOB DESCRIPTION (Detailed JD will be given on appointment)

The Dean of Students is in charge of all duties of the Dean of Students relating to the welfare, spiritual life, conduct and discipline of students. He/she is responsible directly to the DVC Academic and Student Affairs. A dean of students plans and directs university activities related to student services and campus life. The Dean of Students provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development.

MINIMUM QUALIFICATIONS

Education: An earned Masters in the area of Counseling or Education administration.

Knowledge and Abilities:

- Demonstrates understanding of the college mission, vision and practices. Has basic proficiency in the use of the Microsoft Office suite;
- Ability to collaborate effectively with students, faculty, staff and the broader educational and professional communities;
- Ability to support and value the efforts of ongoing cultural community projects and events.
- Exhibits ability to establish trusting and respectful relationships with students.
- Possesses specific knowledge of Tangaza College and functions of education administration.
- Demonstrates detailed familiarity with university code of conduct.

Experience:

- Minimum of 5 years of higher education experience including 2 years of administrative experience as a department chair or higher, plus 3 years of university teaching/ or counselling;
- Previous work experience in student affairs is an added advantage;

Exhibits strong skills in: Leadership, Managing People, Communication, Customer and Student Focus, Building Relationships, Organizing and Planning.

Applicants should enclose a letter of introduction, curriculum vitae, copies of relevant certification certificate of good conduct and three (3) reference letters from recognized persons/institutions by 9th September 2021, indicating your daytime contacts to:

*The Human Resources Manager,
Tangaza University College
P.O. Box 15055-00509
Nairobi.*

E-mail to vacancies@tangaza.ac.ke

Tangaza University College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin or disability.

NB: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED AND GIVEN A COPY OF THE DETAILED JOB DESCRIPTION. PLEASE INDICATE THE POSITION APPLIED AS SUBJECT OF THE EMAIL