



# Anguilla Community College

*Spirit ~ Intellect ~ Purpose*

## Vacancy – Dean of Studies

The Board of the Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of Dean of Studies. The appointment to the Dean of Studies expected to take effect from September 2017.

### **About the ACC**

The Anguilla Community College Act, 2009 brought Anguilla's first national tertiary education institution into full existence. The ACC was further strengthened by the establishment of Zenaida Café to undertake training in food and beverage preparation and service, as well as to provide catering and conferencing services.

The College has six academic divisions:

- Hospitality Studies
- Technology
  - Technical & Vocational training
- Natural Sciences
- Humanities and Education
  - Early Childhood Education, Primary Education, Postgraduate Diploma in Education
- Social Sciences
  - Business
- Continuing and Adult Education
  - CXC CSEC, various short courses and outreach programmes

In addition to these core programmes, the college expects within the next 2 years to house and manage the Sixth Form programming for Anguilla and for the future looks forward to offering select baccalaureate and graduate level programmes.

Additional information about the College is available at <http://www.acc.edu.ai>.

### **Opportunity**

This is an exciting opportunity for an inspiring, innovative and transformational leader. The Dean is expected to lead, plan, promote, organize, develop, manage, administer, monitor and control the operations of the Academic Studies Department of the Anguilla Community College (ACC) to achieve its academic vision, mission and objectives, consistent with its strategic plan. In addition, the Dean is expected to meet the individual and collective needs, aspirations and expectations of all stakeholders, in particular the Department's students and staff and of the Anguillian community in general.

## **Key Functions of the Post**

The Dean is expected to perform the following Key Functions:-

- Plan, develop, direct, control and manage the operations of the Academic Studies Department in accordance with the ACC's strategic vision, mission and objectives and the needs of the Anguillian community.
- Ensure that curricula for the various divisions of the Department are developed in response to the identified needs of the Anguillian community.
- Ensure that globally accepted and recognized standards are employed in the operations of the Academic Studies Department.
- Coordinate and oversee the organisation and administration of the system of examinations, student assessment and certification.
- Lead the identification, recruitment, *training* and retention of skilled and experienced academic staff and the conduct of ongoing professional development.
- Oversee the planning, implementation, supervision and evaluation of the education and training programmes.
- Ensure that systems for guiding, counseling and motivating students are set up, operated and maintained within the Department.
- Articulate a vision of academic distinction; oversee the development and administration of academic programmes, policies relating to instruction, curriculum, extended learning, information technology, faculty and academic staff appointments, performance assessments, scholarships, and community service.

## **Skills, Attributes, Qualifications and Experience**

The Dean should possess the following:-

- substantial experience and skill in management and administration at a tertiary institution at middle level or higher
- ability to think strategically and build partnerships within a diverse community
- knowledge of higher education issues
- collaborative skills in developing team-focused, data driven approaches to problem solving

- strong interpersonal skills
- strong written and oral communication skills
- experience and competence in the operations of a department, major academic division or group of divisions of a degree and associate degree granting tertiary education institution
- advanced knowledge and skills in the areas of finance, budgeting and computerized information systems

The Dean should be:-

- highly motivated and hardworking
- innovative and entrepreneurial
- trained and skilled in educational planning, management and administration, curriculum development and teaching methods.

The Dean should possess, as a minimum, a Master's degree from an accredited institution in one of the disciplines offered by the divisions of the ACC and at least a post graduate qualification in education, together with at least eight years work experience of which, at least, four years should be as a senior manager in the field of tertiary education or in a similar or related job.

The post carries an attractive compensation package.

The complete job description is available at <http://www.acc.edu.ai> or on request.

## **Applications**

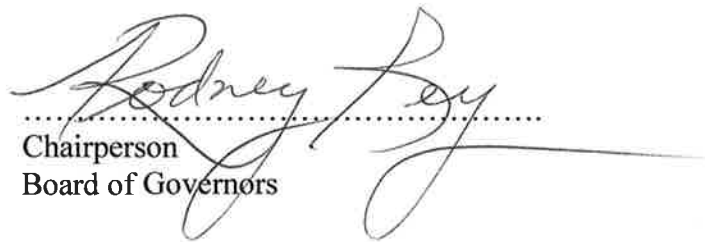
All applications should be sent to:-

The Chairperson Board of Governors  
The Rogers Office Building  
Edwin Wallace Rey Drive  
George Hill  
AI-2640  
Anguilla  
Telephone: (264) 498-8395/497-2538  
Email: [chairperson@acc.edu.ai](mailto:chairperson@acc.edu.ai)

Office Hours 8.30 am to 4.30 pm Monday to Friday

Applications should be received by **July 28, 2017**. The application should include:-

- 1 A letter of interest specifically addressing the applicant's background in relationship to qualifications described (not more than three pages);
- 2 A current résumé (or curriculum vitae);
- 3 Certified certificates; and
4. The names of **three** professional references with each reference's position, office or home address, e-mail address, and telephone numbers.

  
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Chairperson  
Board of Governors

30<sup>th</sup> June, 2017  
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Date