

## Job Announcement

<b>Position Title:</b>	<b>Dean of Students</b>
<b>Duty Station:</b>	<b>Kabul</b>
<b>Reports To:</b>	<b>Provost</b>
<b>No. of Position:</b>	<b>1 Position</b>

### **AUAF Background:**

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

The AUAF's Academic Support department is seeking a qualified candidate for a full-time position as Dean of Students based in Kabul.

### **General Objective:**

The Dean of Students plans and directs university activities related to student services and campus life. As an administrator, the Dean of Students oversees and coordinates admissions, student affairs, registrar, financial aid, and student housing. The Office of a Dean of Students is responsible for serving as a point of information for students and responding to students' needs. The Dean of Students is on call 24 hours a day, 7 days a week to respond to student needs as they arise.

### **The mission of the position (overall goal):**

To support the University in achieving key institutional objectives, among them:

- Enhancement in the quality and scope of student academic, personal, and professional achievement.
- Ensuring the timely and appropriate processes regarding all aspects of the staff and student workers.
- Improving administrative and resource support to faculty, staff, and students to achieve the new strategic mission.

### **Summary of the position (how the overall goal is reached):**

Will collaborate with other campus leaders to design quality student services and advocate for students.

## **Essential Responsibilities:**

### Student Services:

- Oversee student services and develop programs, policies, and services for student support, in cooperation with academic departments.
- Manage the recruitment and admission of new students and supervise the Admissions Office.
- Manage award of financial aid and scholarships to students and supervise the Office of Student Finances.
- Supervise the Office of Registrar.
- Manage the male and female dormitories and supervise the Office of Student Housing.
- Manage the policy and process for student concerns and grievances. Provide oversight and investigation into student concerns and grievances escalated to the Dean's Office.
- Develop and manage reports of academic dishonesty and conduct.
- Manage and coordinate updates to maintain up-to-date student webpages and social media sites.
- Develop curriculum, teach and provide leadership and supervision for credit-bearing courses in student success, career skills, and leadership, as well as for experiential learning such as internships and service-learning.

### Administrative Affairs:

- Manage the personnel functions for all department staff and student hires.
- Coordinate new hires, onboarding, and orientation process and/or procedures for all direct reports and division staff.
- Conduct the performance evaluation process for managerial staff.
- Develop and implement professional development programs for staff.
- Manage the process for professional development funds for professional staff and student travel awards.
- Supervise graduate student worker(s). Assist with the supervision and training of student workers.
- Oversee strategic planning for student life.
- Serve on University committees regarding student support services, academic advising, and yearly commencement ceremonies. Serve on other committees as designated by the Provost.
- Manage the collection, recording, and reporting of statistical data relevant to student affairs.
- Perform other duties as assigned by the Provost.

The above statements reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

## **Attitude and demeanor for the Dean of Students:**

As part of a work-environment that highly values a student-centric model, educational excellence, and service to students, all members of the office will:

- Publicly support the mission of AUAF
- Communicate effectively with understanding as s/he deals with administrative colleagues, teachers, students, parents, faculty, personnel and program associates
- Work as a team member in a professional environment
- Possess a "service attitude" (willingness to be flexible to meet the needs of the department)
- Have a professional physical appearance (appropriate clothing)
- Be available 24 hours a day, 7 days a week to deal with urgent student matters.

### **Essential Qualifications:**

- Doctoral degree in a relevant field preferred; Master's degree from a recognized institution in Higher Education/Student Affairs or similar required.
- Minimum of two years in a managerial position responsible for a student affairs or student services unit, with demonstrated experience in overseeing areas such as compliance with student policies and procedures, student conduct, academic integrity, student success, etc.
- Record of growth in professional responsibility that demonstrates logical analysis, problem-solving, innovation, and leadership; ability to analyze data and use statistics for inferences and actionable decisions
- Ability to move the office forward in the development of the profession including effective outreach to other university areas to promote student learning outcomes; ability to change culture; a clear understanding of trends, policies, and regulations related to student life
- Experience in the adoption and use of technologies to increase productivity and accountability within the office; advanced understanding of relational database and ERP systems, preferably Power Campus, including the integration of self-service, advising and learning management, in a complex university setting, as well as of Learning Management Systems, preferably Canvas.
- Ability to develop curriculum and teach in credit-bearing courses aimed at increasing student success, student career planning, leadership skills, and other co-curricular learning experiences. Experience in designing and overseeing purposeful experiential learning such as internships and service-learning. Ability to supervise, evaluate and develop instructors in these areas.
- Effective communicator with interpersonal and communication skills to interact verbally and in writing with diverse constituencies, including students, faculty, and administrators; to facilitate teamwork among staff and in committees, and to foster effective working relationships externally with schools, colleges, organizations, and agencies
- Able to maintain a high level of confidentiality
- Willingness to live on campus in university-provided housing and comply with restrictions on movement outside the campus
- Significant experience working in and institution of higher education in a developing country highly preferred.

### **Submission Guideline:**

Applicants must submit their resume and cover letter in one document to [jobs@auaf.edu.af](mailto:jobs@auaf.edu.af) Applications are accepted in English only. Please include "**Dean of Students**" in the subject line of the email.

**Application Deadline:**

All applications must be submitted on or before June 10, 2019. Review of candidates will start immediately. For full consideration, a candidate's application should be received by June 10, 2019.