



## EAST AFRICA UNIVERSITY – GAROWE

### JOB DESCRIPTION

<b>Job Title:</b> Dean of Student Affairs and Registrar	<b>Reports to:</b> Vice Director of Garowe Campus
<b>Department:</b> Garowe Campus Administration	<b>Classification:</b> Administration
<b>Supervises:</b> Office of Student Affairs and Registration personnel	<b>Status:</b> Full-time

### POSITION SUMMARY

The purpose of the Dean of Student Affairs and Registrar position is to serve as a senior administrator responsible for the development and delivery of essential student-centered programs and services. The incumbent is responsible for identifying, analyzing and serving student academic, career, social and recreational needs. In coordination with student organization, the position directs, supervises and evaluates social and cultural activities that advance the leadership skills of university students.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### *Institutional Strategies*

- Promote the mission, vision and core values of East Africa University in the campus and in the community
- In coordination with the campus management, develop institutional priorities over student needs
- Working with other university officers, provide a safe and secure campus environment in which students learn and grow

#### *Academic Advising, Admissions and Orientations*

- Assist students in understanding academic policies and procedures
- Provide students with information about university programs and areas of study and help them make informed decisions in choosing specializations
- Organize student/family tours of the Campus and help students **access campus** resources that will enhance their ability to be academically successful
- Assist students in developing **educational plans** that are consistent with their life goals

#### *Registration and student records*

- Working with the executive team of the campus, develop, implement and evaluate student registration policies, procedures and timelines
- Oversee student registration processes and authenticate student academic papers

- Create, keep and update records for students attending university programs, such as student attrition, retention rates, graduation rates, enrollment rates, participation rates and demographics

### ***Career Development***

- Track student employment rates after graduation
- Assist students in accessing information about employment opportunities and resources
- Coordinate job fairs
- Assist faculty deans with student internships
- Establish relations and cooperation with employers in the public, private and nonprofit sectors

### ***Student Conduct***

- Review and update university's Student Code of Conduct in coordination with other relevant department heads
- Keep and secure records of students in misconduct cases
- Develop student appeal policies and procedures and handle appeals of student disciplinary cases in coordination with other relevant department heads

## **QUALIFICATIONS**

### **Minimum Education and Experience Requirement:**

- Master's degree in a relevant area of study
- At least 2 years or more experience in education field
- One year or more of managerial experience in higher education institutions
- At least one year of experience in student affairs and/or registration or Students associations.

### **Required Skills**

- Excellent English and Somali speaking, reading and writing skills
- Ability to speak Arabic language preferred
- Advanced proficiency in computers, especially MS Office.
- Proficient in at least one student records management software
- Advanced events management skills
- Excellent communication skills – written and oral
- Strong teamwork and flexibility skills
- Excellent interpersonal skills
- Visionary and innovator
- High level of integrity

East Africa University is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than 1<sup>st</sup> August 2016, to:  
eaugarowe09@gmail.com