

Deputy Vice Chancellor – Student Life at United States International University – USIU Africa

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Job Description

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United States International University – Africa is located in the Kasarani area, off Thika Road in the suburb of Kenya's capital city of Nairobi. The university is an independent, not-for-profit institution serving students representing 69 nationalities. It offers 24 degree programs from undergraduate to doctoral level, all of which are accredited in Kenya and the United States of America.

Job Summary

Reporting to the Vice Chancellor, this position is responsible for strategic direction, oversight, coordination, leadership, and active participation in activities that relate to and promote positive and quality student experience in the university. The position supports the planning, organizing and implementing of policies and procedures relating to the management of student extra curricula activities across the university.

Key Responsibilities

Serve as the chief advisor to the Vice Chancellor on strategic matters related to student services and other key administrative concerns and keeps the Vice Chancellor informed at all times.

Play a liaison role between students and the university administration.

Serve as a member of the management board and participate in establishing and achieving

institutional goals in accordance with the University's strategic plan.

Manage facilities, programs, policies and services that meet students' daily needs, enrich student life, build community and belonging, and promote student engagement and learning.

Oversee student admissions and enrolment, financial aid, career services, internships, counselling, job placement, study abroad and international students services and multicultural programs, student orientation, student activities, student housing, wellness and all other student related programs and ensure optimum services to students.

Provides strategic leadership, advisement and oversight to the University student services and activities such as Student Associations, Student Council, Student Judicial Services, Student Center, Student Clubs etc.

Formulate, develop, implement and review a broad variety of policies, standards and outcomes to assure that students are afforded optimum support services.

Collaborate with the different schools and divisions within the university to develop, coordinate, modify and enhance student services; review and evaluate existing programs and promote expansion of services to meet the diverse needs of USIU-Africa students including new, transfer, re-entry and students transitioning from high school to University and respond to the needs and concerns of students.

Provide innovation and leadership regarding student life and student development and be fully engaged in the planning, implementation and review of services and programs that meet the broader goals of Student Affairs.

Promote and support the role of Student Affairs in a complex and rapidly changing environment and represent Student Affairs through service on campus and USIU-Africa wide committees and community groups.

Work with the marketing department in the development of strategies, goals and objectives of the Division's key areas like; marketing and promotions of co- curriculum, programs, branding, communications, public relations, media relations and sports information.

Achieve overall divisional goals through sound fiscal and human resource management within the division.

Manage funding and budget processes and policies in the University system.

Provide a variety of student support services and educational programs which are accessible to all Students.

Provide excellent delivery of student services that are responsive to student needs and promotes the quality of life and education both inside and outside the classroom.

Build institutional traditions and lifelong affiliations through creative programs, vibrant student organizations, and a living/learning environment built on core values and uncompromising principles.

Represent the University to local, county and national governmental bodies and agencies involved in providing benefits, resources, services and programs for c university students; when requested, represent the University to the community including other educational institutions, business interests and service.

Work closely with the University Legal and Quality Assurance Offices to assure compliance with all applicable laws, regulations, codes, rules, and restrictions related to assigned student support services, programs and activities; assure that the highest legal and ethical standards are maintained and clearly communicated to all stakeholders.

Review and evaluate effectiveness of key personnel, programs and services; assure development and implementation of supplemental programs and services which are efficient, effective and responsive to the needs of students; recommend operational changes and improvements as appropriate.

Work collaboratively with IT Services in adopting and using systems and tools to effectively and efficiently improve processes and procedures affecting the delivery of student services and other related programs.

Work collaboratively with the Deputy Vice Chancellor, Academic: Teaching, Learning and Research in planning and directing University graduation ceremonies.

Perform other commensurate duties as assigned by the Vice Chancellor.

Job Specifications:

Academic and Professional Qualifications

Minimum Qualifications: A Masters Degree preferably in Education or the Social Sciences.

At least seven years' relevant experience in a university Student Affairs Office at a senior level.

At least 5 years teaching experience or experience in the management of student life related activities.

Thorough knowledge of University administration and practices.

Familiarity with funding and budget processes and policies in the University system.

Familiarity with policy implementation in the University systems.

Proven ability to bring together faculty, staff and academic administration as well as campus administrators outside of Student Affairs to address complex, student-oriented issues.

Excellent in generating consensus on solutions.

Personal Attributes and Competencies

Problem-solver with strong communication skills and a collaborative work style.

Ability to manage confidential information and to engender an atmosphere of trust among students and colleagues.

Ability to analyze complex situations and exercise prudent judgment.

Experience in overseeing business functions that utilize multiple funding sources.

Experience with financial and data management software and the ability to learn new systems.

Experience with student matters both from a classroom and outside classroom perspectives.

Experience in Student government matters.

Good negotiation skills.

Excellent interpersonal and communication skills.

Excellent organizational and conflict resolution skills.

High level of integrity.

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