



## Office of Human Resource Director

P. O. Box 340  
Hummingbird Avenue  
Belmopan City, Cayo District  
Belize C.A.

Tel: (501) 822-3115/3680  
Fax: (501) 822-1107  
Website: [www.ub.edu.bz](http://www.ub.edu.bz)

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Dean of Student Affairs
<b>DEPARTMENT:</b>	Office of Student Affairs
<b>DUTY STATION:</b>	Belmopan Campus
<b>REPORTING RELATIONSHIP:</b>	Reports to the Provost
<b>SUPERVISORY RELATIONSHIP:</b>	The incumbent manages the Office of Student Affairs and is responsible for the delivery on the Office's responsibilities and mandate on a University-wide basis.

### GENERAL

The Office of Student Affairs is the primary point of contact for direction, advice, support, and counselling for students at the University of Belize. The Office works closely with the UB Student Government, with Academic Faculties, with the University's Registrar, with the Finance Department, and with the Admissions Unit to help each student at the University to utilize fully the learning, education, and personal development opportunities and resources available at the institution, and to appreciate fully his or her potential for capacity development and achievement by graduation day.

### KEY FUNCTIONS

- The ongoing provision of guidance, advice and support to students, from orientation at entry through liaising with Faculty administration on academic programme issues, through assistance to students in interfacing with the Finance and Registrar's Offices as well as with other operating units in the University, and in preparation for life after UB;
- Helping students to develop their own personal and professional goals, and to focus on achieving them, always in the context of enhancing the development of Belize;

- Guiding and supporting the activities of the Student Government (including ensuring that all administrative and constitutional requirements are satisfied) in order to support leadership development, to enhance academic, social and cultural enrichment of student life at UB, and to encourage meaningful student interaction with the wider community;
- Managing and developing the University's sports programme;
- Managing and developing the University's scholarship programme, focusing on Belize's broad-based needs and requirements and the availability of opportunities;
- Ongoing and development and enhancement of policies and procedures to guide student behavior (including ongoing updating of the Students' Handbook and the Student Government Constitution), to address and manage student grievances, and to encourage meaningful student interaction with the University's management; and
- Coordinating the processes for the University's graduation exercises.

#### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Master's degree in Education, Psychology, Sociology, Management, or a related discipline (Preferred).
- Emphasis in candidate-selection would be placed on demonstrated successful performance in a similar work environment.
- Excellent oral and written communication skills and the maintenance of good working relationships on all levels are absolute requirements, as would be a commitment to results.
- Experienced professional with wide-ranging work-performance backgrounds that include working knowledge in and appreciation of the main issues in the component areas of the oversight.
- A successful track-record in working with and supporting young adults both within and apart from a tertiary educational environment;
- Strong leadership skills, proactive and innovative and ability manage in a low-budget environment;
- Ability to intermediate between the needs and preferences of students, on the one hand, and the academic and related performance requirements of a developing educational institution, on the other.

## **SALARY**

- Compensation would be dependent on capacity and experience.