

Position title: **President Assistant for Administrative Affairs**

Application Deadline: 1<sup>st</sup> July 2018

### **Job Description (Summary)**

This is a full-time position reporting to the President. The post-holder takes a full role in, and manages, Administrative Affairs of the site. The responsibilities include oversight of, and cooperation with, the faculty; students' courses and research; and working in collaboration with other members of the site staff as appropriate. The position is also responsible for promoting the academic profile of IUE and the broader community.

### **Responsibilities:**

#### **General**

- Collaborate with the President and colleagues at the schools of IUE to plan, create, review and implement academic policies and procedures.
- Assist in curriculum development at the site, including the creation of new classes, course approvals and amendments to existing offerings
- Manage the administration of the Academic Affairs department, coordinating the department's annual performance review, training needs and professional development opportunities
- Assist the President in liaising with other higher education providers for strategic partnerships
- Other duties as assigned by the President.
- Assist the President with budget, space and resource planning for the successful delivery of the academic programmes and related activities
- Responsibility for the timetabling process
- Assist with the creation of new class offerings, changes to existing offerings and course approvals
- Help to resolve issues of student academic conduct including class behaviour, attendance problems, etc.
- Manage the Academic Disciplinary process for students
- Assist students with academic related questions
- Advise students on academic pathways

#### **Class and Faculty Support:**

- Assist with the creation, oversight and review of syllabi
- In liaison with the Director, help and advice in the process of teaching faculty recruitment
- Organise the orientation of new faculty
- Oversee the organisation of faculty meetings
- Provide support and advice to faculty, particularly in matters related to course material acquisition

#### **Other Academic Activities:**

- Develop programming that ties specifically into academic goals
- Assist in developing academic programs in collaboration with faculty
- Oversee the planning, coordination and implementation of co-curricular visits
- Oversee the coordination of Public Programming events (such as lectures and faculty book launches)
- Handle day to day enquiries relating to academic matters from students, parents, external organisations and faculty
- Coordinate academic related visits to the site.

**Qualifications:**

PhD in a relevant field

Minimum 3 years of experience as an academic in a higher education institution

High level of familiarity with the US educational system- either due to teaching experience in the US or studying in the US - is a plus

Evidence of high quality teaching, administrative skills, curriculum development, leadership, and research activity appropriate to level

Good knowledge of academic policies and procedures, especially those common in the US educational system

Comfortable with a large international body of students, and enthused by diversity

**Skills:**

Experience as, or demonstrated capacity to be an effective, strategic leader

Proactive with exceptional problem solving skills

Self-motivated and with a high level of initiative

Energetic and results oriented

Collaborative team member

Excellent intercultural and interpersonal communications skills

**To Apply:**

Apply by e-mailing your updated CV to [jobs@ue.edu.krd](mailto:jobs@ue.edu.krd) with the title of the position in the subject line.