



Anguilla Community College

Spirit ~ Intellect ~ Purpose

Vacancy – Dean of Studies

The Board of the Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of Dean of Studies. The appointment for the Dean of Studies is expected to take effect from 1st January 2020.

The Anguilla Community College Act, 2009 brought Anguilla's first national tertiary education institution into full existence. The College has six academic divisions: Hospitality Studies, Technology, Natural Sciences, Humanities and Education, Social Sciences and Continuing and Adult Education.

Responsibilities

The Dean of Studies is responsible for leading, planning, implementing, managing, monitoring and evaluating the development and operations of the Academic Studies Department in line with the strategic vision and mission of the ACC, in order to produce trained, skilled, productive and industrious graduates, who meet the needs of industry, commerce and the public sector in Anguilla; for ensuring that internationally recognised high academic and professional standards are achieved and maintained in and by the Department.

Personal and Professional Requirements

The applicant should be a strong leader with substantial experience and skill as a manager and educator. Additionally, he/she must be a strategic thinker, adept at building partnerships within a diverse community, knowledgeable in higher education issues, entrepreneurial, collaborative in developing team-focused, data driven approaches to problem solving, and possess strong people skills. He/she should be experienced and competent in the operations of a department, major academic division or group of divisions of a degree and associate degree granting tertiary education institution including skills in curriculum development and teaching methods.

The Dean should possess, as a minimum, a Master's degree from an accredited institution in one of the disciplines offered by the divisions of the ACC together with at least eight years work experience of which, at least, four years should be as a senior manager in the field of tertiary education or in a similar or related job. A post graduate qualification in education would be an asset.

Applications

All applications should be addressed to:-

The Chairperson Board of Governors

The Rogers Office Building

Edwin Wallace Rey Drive

George Hill, AI-2640

Email: chairperson@acc.edu.ai

Telephone: (264) 498-8395/497-2538

Office Hours 8.30 am to 4.30 pm Monday to Friday

Applications should be received by **25 June 2019**. The application should include:-

- 1 A letter of interest specifically addressing the applicant's background in relationship to qualifications described (not more than three pages);
- 2 A current résumé (or curriculum vitae);
- 3 Certified copies of educational qualifications; and
4. The names of **three** professional references with each reference's position, office or home address, e-mail address, and telephone numbers.

For additional information about the College and for a complete job description, please send your request to Bernice.Edwards@acc.edu.ai or Laura.Richardson@acc.edu.ai