



Position Title: **Academic Dean**
Division: Academic and Student Affairs
Duty Station: Monrovia, Liberia
Closing Date: Open until filled
Salary & Benefits: Commensurate with education, experience, and ability
Reports To: President of the University
Apply to: Send your CV, a cover letter, credentials, and 3 references to: jobs@avc.edu.lr

THE UNIVERSITY

AVC University is an online and hybrid private graduate higher education institution established by a group of information technology, business, and higher education professionals. The institution offers master's degree programs in various information technology security disciplines. AVCU employs media-age technology in creating hybrid academic programs that provides students with the opportunity to be linked to some of the best academic minds around the globe. The University is destined to become the preferred institution for innovative higher education in information security in Sub-Saharan Africa.

THE POSITION

The Academic Dean provides leadership and strategic direction for the Graduate Institution of African Virtual Campus University. He or she is hired to a twelve-month position with an annual reappointment based on evaluation by faculty and staff and the VP for Academic Affairs. The Dean reports directly to the Vice President for Academic Affairs and may report to the president in the absence of the Vice President. The Dean oversees the management of academic standards, curricula, staffing and student learning. The Dean is responsible for monitoring the progress of teaching and learning activities and providing feedback to the vice president for academics.

KEY RESPONSIBILITIES

- Provides leadership and strategic direction for the Graduate Institution and serves as chief academic officer of the institution.
- Provides leadership for the graduate institution's curricular initiatives, research and scholarship, professional training, and recruitment of high-quality faculty and student talent.
- Verifies the quality of instruction, monitors academic integrity, confers degrees, and are responsible for student recruitment, admission, and academic progress.
- Responsible for the ethical conduct of research and for establishing and maintaining a culture of compliance and integrity among faculty, staff, and students.
- Responsible for the graduate institution's strategic planning, program evaluation and development, corporate outreach, fundraising, enrollment and market planning, interdisciplinary initiatives in education and research, and the management of its administrative and financial affairs.

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- Conducts periodic program reviews as required by the University.
- As an academic officer of the institution, oversees accreditation, develop new curricula, and programs, and strengthen external relationships.
- The Dean must be an effective fundraiser who is able to establish beneficial relationships with alumni donors and friends, industry partners, the business community, government agencies and the Graduate Institution's various constituents.
- The Dean shall serve as a member of the university's Academic Council and President's Cabinet in strategic planning and development. The Dean will usually teach one course each year.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Exemplary leadership skills.
- Mastery of subject discipline appropriate to the institution or college.
- Working knowledge of technology as it applies to higher education.
- Extensive knowledge relating to pedagogy, student learning and assessment.
- Ability to work both in a team and independently to complete projects in a timely manner.
- Excellent written and oral communications skills.
- Ability to perform strategic planning.
- Demonstrate initiative, judgment, and discretion in performing duties.
- Online teaching and learning experience and or familiarity.

EDUCATION / EXPERIENCE

- Doctorate degree (PhD, DMA or equivalent) required.
- At least 3 years of experience in higher education administration or related field with a successful track-record in previous positions
- Progressive job growth experience which confirms demonstrated knowledge and skills evident to fulfill job duties.

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