

Academic Dean

Algonquin College – Kuwait (AC-Kuwait)

Algonquin College - Kuwait (AC-Kuwait) is a branch campus of Canada's Algonquin College. We specialize in Business & IT programs and also offer Foundation and Continuing Education programs. Our state-of-the-art "smart" campus will open in Fall 2015 in Al-Naseem, Kuwait. Until we open, our offices are located in downtown Kuwait City.

Position Summary

Reporting to the President, the Academic Dean (AD) is the College's visionary academic leader and senior academic officer. The AD is accountable for all aspects of the design, development, delivery and outcomes of AC-Kuwait's diploma and foundation programs and library services. The AD has complete familiarity with the academic and administrative policies and departments of the College and is able to communicate effectively with students and staff at all levels. The AD provides strategic institutional leadership in academic programming, policies, personnel and resources and, as a member of the College's Senior Management Team, is a major contributor to college-wide strategic planning and management and to the success of the AC-Kuwait – Algonquin College partnership.

Key Duties and Responsibilities

- The Academic Dean engages with a wide range of internal and external stakeholders – including appropriate representatives of Algonquin College - to design, develop and implement AC-Kuwait's strategic academic and enrolment management plans and annual academic goals and objectives.
- Leads AC-Kuwait's development as an academic institution and as a branch campus of Algonquin College by ensuring that all members of the academic team:
 - Are committed to academic excellence, continuous improvement, and quality assurance;
 - Create and maintain teaching/learning environments that are innovative, positive, supportive and inclusive;
 - Work in collaboration with members of the College's Registration and Student Services Team to effectively develop, implement and monitor sound academic programs, policies and procedures, and act in accordance and compliance with these policies.
- Oversees all aspects of academic activity and performance including:
 - Identifying key performance indicators, developing annual business plans and budgets and monitoring divisional and individual allocations and performance;
 - Ensuring that required resources are available in an effective, timely manner;
 - Developing, acquiring and adapting outcome/competency-based curricula and teaching and learning resources;
 - Designing and delivering instruction, student evaluation, and applicant assessment and placement;
 - Negotiating, establishing and continuously updating credit transfer/articulation agreements;
 - Recruiting, hiring, orientating, training/developing, supervising and evaluating faculty and staff;
 - Arbitrating appeals and complaints from staff, faculty and students;
 - Developing and implementing effective occupational health and safety programs.

- In collaboration with the Director, Community Engagement and Outreach, supports the formation of College-community linkages, networks and partnerships, including forming and regularly convening advisory committees.
- Works with the Director, Administrative Services to develop policies, systems and procedures (e.g., in HR) that contribute to academic employee satisfaction, motivation, performance and retention.
- Demonstrably contributes to the overall success of the College by:
 - Actively and collaboratively participating as a member of the Senior Management Team;
 - Helping to develop, implement and monitor the College's strategic plan and goals;
 - Cooperatively allocating and managing resources and achieving and sustaining fiscal viability;
 - Participating in a wide range of operational problem-solving and decision making activities;
 - Ensuring that the senior management team is informed about academic issues and actions which may impact College operations.

Education

Required:

- Master's degree, preferably in business, education, IT or related fields

Preferred:

- Relevant Doctorate degree

Experience

Required:

- Minimum of five (5) years' relevant higher education academic management experience

Preferred:

- Experience in a senior academic management role in a College or polytechnic;
- International experience in an English as a Foreign Language environment, especially in the Middle East or North Africa;
- Experience managing in an entrepreneurial private-sector higher education environment;
- Experience creating and sustaining academic partnerships/joint ventures;
- Experience managing in an institutional start-up environment.

Knowledge, Skills & Abilities

Required:

- Complete fluency – oral and written – in English;
- Strong interpersonal and intercultural communication and relating skills, including the ability to research, write and present persuasive proposals and reports;
- Strong teaching skills and sound knowledge of technologically-enhanced instruction;
- Strong planning, organizing, negotiating, problem-solving, and decision-making skills;
- Demonstrated ability to build, lead and motivate successful academic teams through strong, authentic, visionary leadership;
- Demonstrated ability to create and maintain teaching/learning environments that are positive, supportive, inclusive, innovative and learner-centred;

- Demonstrated ability to be proactive, anticipate challenges, develop contingencies, tenaciously overcome barriers and obstacles, find solutions, meet deadlines and achieve outcomes;
- Ability to demonstrate honesty, integrity, and trustworthiness and establish and maintain strong, positive, trusting relationships with individuals and groups within and outside the College, including partner institution and senior management colleagues;
- Demonstrated ability to develop curricula and learning resources, determine appropriate teaching methodologies and technologies, and deliver high-quality education and training programs;
- Demonstrated ability to create and maintain partnerships and engage leaders of government, education, business, industry, and community organizations;
- Demonstrated ability to capitalize on opportunities, be entrepreneurial, innovative and flexible;
- Demonstrated ability to develop realistic business plans and budgets, effectively manage quality, performance and risk, achieve goals, and contribute to organizational success;
- Demonstrated ability to use tact, diplomacy, empathy, and sound judgment when dealing with challenging or difficult situations.

Preferred:

- Fluency in Arabic and knowledge of Arab/Islamic culture;
- Knowledge of Kuwait education systems, institutions and challenges;
- Ability to conduct needs analyses and to demonstrate successful contributions to government priorities such as workforce capacity-building or economic development.

Additional Information

- Attractive salary and benefits provided in a tax-free environment.

Application Process:

E-mail your cover letter and resume to jobs@ac-kuwait.edu.kw. Applications will be accepted until the position is filled with initial screening beginning on December 1st, 2014.