



NORTHERN CARIBBEAN UNIVERSITY

A Seventh-day Adventist Institution

Applications are invited from suitably qualified individuals to fill the following position:

Dean of Men, Cedar Hall

The Dean of Men will play a pivotal role in planning, organizing, and overseeing events and activities to benefit the male residents of the university. His leadership will be crucial in promoting spiritual and social activities, people skills development, and positive life-changing habits among residents. The Dean of Men will manage the dormitory facilities, coordinate events, and ensure the overall success and growth of the residents in your care.

Core Responsibilities:

- Supervise and promote residents' religious life and activities through prayer bands, church impacts, personal contacts, and daily devotional periods, and maintain a comfortable atmosphere of a refined Christian home in the resident halls.
- Supervise the conduct of students living in the residence hall.
- Investigate and report irregularities.
- Relate to discipline, resolve any minor disciplinary problems, investigate other cases, and report such services to the Vice President of Student Services.
- Correspond with parents regarding religious and social life, the study habits and general growth and well-being of their sons.
- Foster definite habits of culture and industry and stimulate the intellectual and cultural growth of the students.
- Maintain awareness of students' health needs with the aid of the University Health Service.
- Discourage misconduct through good planning and adequate supervision, and bring problem to the attention of the Vice President of Student Services as necessary.
- Serve as adviser to the resident hall clubs; offering guidance in the planning of extracurricular activities, and supervise the recording of minutes and budgeting of financial activities incurred by such activities.

- Supervise the maintenance of the residence hall's janitorial service, ensuring the best presentation and sanitary care inside and outside the residence, the garden, yard, etc. of the residence.
- Submit an annual report to the Vice President of Student Services by June 30 of each year.
- Act as a personal counselor to each resident.
- Provide orientation of students regarding life in group, encouraging group spirit and how best to cooperate and participate in each residence hall activities.

Required Skills and Competencies:

- Excellent people skills with the ability to resolve and / or avoid conflicts.
- Must be a practicing Seventh-Day Adventist Christian.
- Excellent attention to detail and organizational skills.
- Ability to manage multiple projects; student workers and meet deadlines.
- Strong interpersonal skills exhibiting the ability to work, collaboratively, within and across other departments.

Required Qualifications and Experience:

- A Bachelor's degree in Education, Counselling Psychology, Theology, Management Studies or a related field is preferred.

Working Conditions:

- The scope of the job requires long irregular hours and residence on the university's campus.

APPLICATION GUIDELINES

1. The subject line of the application should contain the name of the position that is being applied for as listed above e.g. “**Dean of Men**” and addressed to:

The Director, Human Resource
Northern Caribbean University
Manchester Road
Mandeville, Jamaica, West Indies
Phone: 876-963-7163
E-mail: hr@ncu.edu.jm

2. Applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) to hr@ncu.edu.jm incorporating all of the below required information:
 - A Curriculum Vitae, including all qualifications and experience, and a cover letter addressing your interest and suitability for the role.
 - The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.
3. Short-listed candidates will be expected to present original degrees and request transcripts of their grades to be sent directly to the Human Resource Department
4. **Application Deadline:** The completed application documents should be forwarded by email to arrive no later than **Open Until Filled**.

As a Seventh-day Adventist Institution Northern Caribbean University gives preference to qualified individuals who are members of the Seventh-day Adventist Church.