

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. Job Identification:

- 1.1 Position Title: Dean of Student Affairs
1.2 Position Level: 4 & above
1.3 Place of work: College of Natural Resources

2. Main Purpose of the Job:

The purpose of this position is to assist the President in creating and maintaining a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual development of students and help to establish a student culture and where they learn to respect differences, take responsibility for their actions and exercise leadership for the common good.

3. Representative Work Activities:

- Responsible for enrolment (admission & registration) in conjunction with the Dean of Academic Affairs.
- Receiving students to the College, settling them into College accommodation and helping them to find private housing, where needed.
- Provide orientation on the facilities and their use, including sensitization to rules. Oversee the management of mess ensuring that best arrangements are made to provide wholesome food to students.
- Facilitate in setting up appropriate shops for students in self catering arrangements.
- Work and coordinate with students and other members of the College community in developing co-curricular and extra-curricular activities such as games and sports, cultural and literary activities, work related skill development activities as well as academic support services to meet recreational needs as well as to provide for wholesome education.
- Organize mind and mindfulness educational programmes to provide opportunities for contemplation to help the students to understand themselves for better living.
- Administer Student Service Centre which may host Student Help Desk, Student Health Centre, Student Counseling Centre including career counseling, Academic Support Centre, Offices for Student Leaders, Coordinators' Office, Centre for Games and Sports, Clubs/Societies, bookshop and to provide adequate services to the students.

- Facilitate in setting up cafeteria and other facilities for food at affordable costs.
- Facilitate in setting up facilities such as banking services, healthy shops including book shops.
- Propose, justify and monitor student services budget
- Active faculty member of the College engaged in teaching and research. This should be demonstrated by teaching at least a module every semester and take up research. The teaching responsibility including designing and development of programs in his/her area of competency will be determined by the respective colleges based on the need of the College.
- Undertake other responsibilities as may be assigned by the President from time to time.

4. Minimum Eligibility Criteria:

4.1 Qualification: Masters' Degree

4.2 Position level: 4 and above

4.3 Must be regular staff of the college

4.4 Skills and Abilities

A dean candidate should be someone with proven academic/professional competence, very good communication skills, and high interpersonal skills, effective team building competence, ability to plan, strategize, execute and show results, ability to write quality proposals/policies/reports, and the ability to work effectively in teams.

4.5 Experience

A Dean of Student Affairs must have sufficient experience of having engaged in the management of student support services/student wellbeing (such as managing clubs, mess/hostel management, student orientations, provided support services to international student/staff, and provided advisory services). Experience of having led/engaged students in community and voluntary services and of having supervised co-curricular and extra-curricular activities. She/he should have engaged in activities related to promotion of culture and environmental friendly practices including experience of having taken major initiatives to develop/improve student support services.

4.6 Leadership

Should have served as a Programme Leader or Head of the Department (HoD) or in any other leadership positions or roles as judged appropriate by the Dean Search Committee.

5. Terms of appointment:

- 5.1 Deans shall be appointed for a term of 3 years, renewable by another two years based on performance, feedback from staff, and the President's overall assessment of his/her leadership ability and impact on the college.
- 5.2 A Dean shall be eligible to reapply for the same position or another Dean's position.
- 5.3 Teaching load shall be allocated depending on the situation of the college.
- 5.4 An Allowance shall be paid as determined from time to time.
- 5.5 If a Dean is continuously out of Station for more than six months, the position has to be advertised.
- 5.6 Non-performing Deans shall be asked to discontinue. The President will report to the College Management Committee regarding the consistent non-performance Dean and based on sufficient evidence and propose for discontinuing the latter's term.
- 5.7 Deans shall not be allowed to apply for another Dean's position before completion of their term in the current position.