



East Africa University

Organization : East Africa University -Garowe

Position : Head of Examination & Student Affairs

Reported to: Deputy Campus Director

Position Status: Full time

Position Summary

The purpose of the Head of Examination and Student Affairs is to serve as a senior administrator responsible for the development and delivery of essential student-centered programs and services. The incumbent is responsible for identifying, analyzing and serving student career, social and recreational needs. The position develops institutional policies, procedures and guidelines that are congruent with the vision, mission and values of the University. In coordination with student organizations. The position directs, supervises and evaluates social and cultural activities that advance the leadership skills of university students. The incumbent ensures that university students and their families receive effective and timely customer service. The position also ensures seamless operations of the Office of Student Affairs while providing staff supervision and professional development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Institutional Strategies:

- Promote the mission, vision and core values of East Africa University on the campus and in the community
- As a member of the Senior Team of Garowe Campus, participate in developing and implementing university's strategic institutional goals
- Represent student affairs and services on important committees and provide reports on key student issues
 - In coordination with campus leadership, develop institutional priorities regarding student needs
 - Set goals for, oversee and evaluate all units of the Student Affairs.
- Working with other university officers, provide a safe and secure campus environment in which students learn and grow
- Communicate with and respond to the needs of relevant service departments in a timely manner

Student Counselling and Orientations:

- Provide students with information about university programs and areas of study and help them make informed decisions in choosing specializations
- Provide students with accurate information about academic progression and degree requirements
 - Organize student/family tours of the Campus and help student's access campus resources that will enhance their ability to be academically successful
- Assist students in developing educational plans that are consistent with their life goals

- Plan and conduct orientations for new students in coordination with other members of faculty and staff
- Plan, organize and manage student graduation commencements in coordination with other relevant department heads

Career Development:

- Track student employment rates upon graduation
- Assist students in accessing information about employment opportunities and resources
 - Coordinate job fairs
 - Assist faculty deans with student internships
- Establish relations and cooperation with employers in the public, private and nonprofit sectors
 - Evaluate student CV's and assist in improving their job search and interview skills
- Review and update university's Student Code of Conduct in coordination with other relevant department heads
 - Establish, disseminate and implement student disciplinary policies and procedures in coordination with other relevant department heads
 - Convene and administer disciplinary proceedings in a manner that respects students' rights for fairness while maintaining the integrity of the University
 - Advise students on their options in the disciplinary process
 - Keep and secure records of guilty students in misconduct cases
 - Develop student appeal policies and procedures and handle appeals of student disciplinary cases in coordination with other relevant department heads

Student Organizations:

- Advice and work closely with student leaders and organizations to develop and carry out student programs and activities
- Design and carry out student leadership development programs
- Encourage students' involvement in community service and volunteer activities
- Create self-motivating ideas and activities for students Student Recreational Activities/Programs
- Plan and develop policies and guidelines for recreational and sports programs and activities in coordination with other relevant department heads
- Working with student and faculty groups, plan and arrange social, cultural and recreational activities for various student groups in accordance with university policies and regulations
- Establish, publish and oversee student events calendar to prevent overlapping
- Promote student participation in social, cultural and recreational activities

OTHER FUNCTIONS

Other duties that may be assigned include:

- Create and submit various required quarter, semiannual and annual reports
- Assist in student recruitment and retention
- Promote university's academic programs and services in the community
- Perform additional duties as assigned
- Closely working with other department of the University .

Examinations Responsibilities :

- Co-ordinate the preparation and submission of entries to examining bodies.
- Ensure all examination papers and stationery are delivered safely, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
- Be responsible for arrangements for the conduct of existing and new examinations tasks.
- Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff.
- Make appropriate timetabling and room arrangements for the above and ensuring proper examination invigilation of the examinations is put in place.
- Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
- Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and that this information is given in good time.
- Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination boards the university deals with, including:-
 - Deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration.
 - Deal with enquiries from parents and students, including former students.
 - Receive examination results and making arrangements for their issue.
 - Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.

- Organize appropriate arrangements for the support of candidates with special examination requirements (eg. disabled)

Minimum Qualifications

1. Must hold a Master degree in any field preferably in Arts (Social Science).
2. At least having three years of secretarial experience in university administration, Student Affairs & Examination Office.
3. Knowledge of mental health conditions and ability to engage in emergency situations.
4. Ability to work a flexible schedule that includes evening, weekend, and "on call" assignments.
5. Ability to establish and maintain effective working relationships with faculty, staff, students, and external constituents.
6. Strong communication skills and ability to motivate students.
7. Experience working with young people especially in the areas of formation and discipline.

Note: EAU- Garowe will only contact candidates shortlisted for interviews.

Deadline for application , 20th August 2020 . Please send your Application and Resume in the below emails :-

To: hr@eaugarowe.edu.so

Cc: deputy.eaugrw@eaugarowe.edu.so