

# Dean of Students

2mbrecruit@gmail.com

Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Jun 23, 2023

Published : May 25, 2023

Employment Status : Full Time

Experience : 5 - <10 Years

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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**Job Purpose** • To provide an enabling learning environment for the care, guidance and welfare of students overall stay at the Institute. **Key Accountabilities Management and Leadership** • Direct, manage and supervise the Dean of Students' Office and all programs reporting to that office. • Put in place mechanisms for the assessment of student performance so as to be able to provide the needed coaching and counselling. • Ensure the orderly organization of all student activities within DTI. • Build a disciplined environment ensuring that students comply with all laid down rules and regulations. • Ensure that every student has a copy of the DTI Student Handbook and is familiar with its contents. • Lead and work with the hostel tutor (s) in ensuring all hostel requirements and needs are met. **Student Welfare** • Take appropriate steps to ensure students welfare and well-being at all times. • Plan and coordinate the implementation of a detailed student orientation programme to ensure students settle into their new routines seamlessly. • Pro-actively engage management and advocate for the introduction of activities that promote student welfare and well-being. • Ensure that all students' accommodation needs are addressed in an appropriate and timely manner. • Liaise with the Facilities Manager to ensure students maintain health and safety protocols in their hostels/ residences. • Handle emergency and crisis situations that pertain to students and campus life. **Student Protection** • Ensure that students are not subjected to any form of physical, sexual, psychological or verbal harassment or abuse by their colleagues, staff members or service providers. • Establish and communicate to the students mechanisms for reporting any concerns relating to their well-being. • Bring any abuse of a student to the attention of the Head of Institute immediately such abuse occurs for the necessary investigations to be conducted and appropriate sanctions applied, where necessary. **Student Relations** • Be accessible to explain issues to students where they have difficulty with either academic or other social issues. • Obtain relevant support for students who are struggling with the course work once this challenge is highlighted. • Facilitate the resolution of issues between Management and the student body. • Monitor student attendance at lectures and other Institute programs to ensure regularity of attendance and punctuality. • Counsel Students or direct them to the appropriate quarters for the relevant counselling support and assistance when needed. **Stakeholder Engagement** • Maintain regular and appropriate communication with parents and teachers to keep abreast with students' performance and other challenges. • Ensure timely resolution of all conflicts between students and their teachers, colleagues and parents/guardians. **Other** • Be responsible for the development and regular review of the DTI Youth Protection Policy. • Keep abreast with all Youth Protection risks, policies and procedures as well as local laws and regulations relating to youth protection. • Maintain the highest ethical standards in all relationships and dealings with the students. • Perform any other duties that may be assigned from time to time. **KEY RELATIONSHIPS**  
**Internal:** Head of Institute, Students and Teachers, Facilities Manager, Registrar, School Matron  
**External:** Parents, Community Leaders, Service Providers, Program Organizers.

## Education & Experience

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*The ideal candidate should have:* • Minimum of a Bachelor's degree from an accredited institution with at least 8-10 years of experience directly related to the duties and responsibilities specified. • A Master's Degree in a social science subject would be an added advantage.

## Must Have

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**Competencies** • Be conversant with student learning. • Strategy development and implementation. • Formulation of policies and procedures. • Budget preparation skills. • Sound knowledge of regulatory environment • Good knowledge of student support programs and services • Employee development and performance management skills. • Crisis intervention techniques • Strong Leadership and Managerial skills. • Demonstrated conflict resolution skills. • Strong resource management skills. • Excellent oral and written communication skills. • Composure in emergency situations • Independent judgement

**Educational Requirements**

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**Compensation & Other Benefits**

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