

VICE PRESIDENT FOR STUDENT AFFAIRS
American International University, Kuwait

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Posted Mar. 15, 2021, set to expire Jul. 15, 2021

Job Title	VICE PRESIDENT FOR STUDENT AFFAIRS
Department	University Administration and Library https://aiu.edu.kw/careers/jobs
Institution	American International University, Kuwait Kuwait City, , Kuwait
Date Posted	Mar. 15, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Student Affairs University Administration
Job Website	https://aiu.edu.kw/careers/jobs
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Job Description

VICE PRESIDENT FOR STUDENT AFFAIRS
American International University - Kuwait City

Classification: Executive

Reports to: University President

Job Purpose: Serve as member of the President's Cabinet; serve as Chief Student Affairs Officer and provide executive leadership for the overall planning, implementation and evaluation of student affairs

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and enrollment management functions within the context of the institutional mission; ensure assigned departments fulfill University goals and objectives.

Duties:

1. Serve as member of the President's executive staff, participating in discussions, decision making, and policy making
2. Provide highly responsible organizational and staff support to the President's Office particularly as it relates to student issues
3. Lead all enrollment management and student affairs functions of the University
4. Serve as the chief student advocate
5. Develop, plan, implement and evaluate programs and services as well as establishing policies and procedures necessary to support student enrollment, engagement and persistence
6. With the President and VPAA, work closely with the institutional Partner universities to supervise successful transfer and implementation all programs; maintain and enhance the relationships between AIU and the Partners
7. Create co-curricular opportunities for students intended to enhance learning experience; work with the VPAA to ensure that all co-curricular programs work to enhance student learning and growth inside and outside the classroom
8. Work with the VPAA and Director of Enrollment to coordinate enrollment management (student outreach, retention and persistence efforts) in accordance with the University's strategic plan
9. Work closely with the VPAA on student related issues, such as enrollment management, academic advising, course scheduling, and co-curricular programming
10. Supervise and direct, in conjunction with Director of Enrollment and Director of Marketing & Communications, student related marketing and research initiatives
11. Assist in the implementation and maintenance of Student Information System in conjunction with the IT Department and other related departments
12. Select, train, lead and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff development
13. Lead and supervise Enrollment & Government Scholarship Services; all Student Life functions including athletics, counseling and career services; Registration Services
14. Develop and maintain policy and procedure manuals related divisional programs and services; ensure that all departments also create and maintain these manuals.
15. Assist in the owners' planning of the institutional budget by providing accurate student enrollment projections and data
16. Manage the divisional budget, assist with identification and prioritization of needs and purchases for assigned program areas, monitor expenditures
17. Prepare and present reports and other necessary correspondence as it relates to students
18. Serve on a variety of committees and task forces

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19. Represent the University at community and outside organization functions
20. Represent the President's Office as required
21. Keep abreast of developments in enrollment management, student services, higher education and fields related to assigned functions
22. Other duties as assigned

Reporting Departments/Positions:

1. Department of Registration Services
2. Department of Enrollment & Government Scholarship Services
3. Department of Student Life
4. Administrative Assistant

Skills:

1. Must possess skills to be able to explain and demonstrate the essential functions of the position; demonstrated knowledge and experiences within all facets of enrollment and student life
2. Ability to communicate ideas and information clearly and effectively at all levels within the University in English; must possess effective presentation skills
3. Ability to meet deadlines and handle multiple complex projects
4. Demonstrated ability to use sound judgement in decision-making and problem solving
5. Must be capable of maintaining confidentiality of work-related information and materials
6. Demonstrated experience with enrollment services
7. Demonstrated experiences in planning and directing programs for students
8. Demonstrated ability to plan, prioritize, and problem-solve broad strategic initiatives
9. Demonstrated ability to work effectively with a diverse group of professionals, students and parents, community members and constituencies
10. Ability to manage complex divisional budgets accurately
11. Ability to lead, inspire, supervise and evaluate team members in an effort to meet institution and division goals and objectives
12. Demonstrated experiences in the application and implementation of student information systems in student life and enrollment services
13. Demonstrated proficiency in the use of standard software applications
14. Knowledge and experiences in the usage social media in higher education
15. Ability to work occasional evening and weekends

Experience and Education:

1. Master's degree required; preferred in Higher Education Administration/Student Personnel or related field
2. Seven years plus experiences in higher education environment, in increasingly complex executive

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- roles
3. Experience in the supervision of enrollment management and/or student development programs and personnel
 4. Experience in the application and implementation of technology in student affairs, particularly student information systems
 5. Experience in the development, management and oversight of institutional budgets
 6. Experience with research and use of data in enrollment and/or student affairs

About American International University:

AIU is a new institution of higher education in Kuwait with the first student cohort admitted in fall 2019. It is a private, co-educational institution offering undergraduate degrees based on the American model of higher education. Through its educational programs, the University serves the intellectual, cultural, and personal growth of all members of its community. AIU's offers degree programs in Engineering, Architecture, and Design, and Business Administration where the language of instruction is English.

For more information about AIU visit: www.aiu.edu.kw

How to apply:

To apply for this position, please visit the Job Opportunities section of our webpage and submit your resume and cover letter: <https://aiu.edu.kw/careers/jobs>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Human Resources
Human Resources
American International University, Kuwait
Saad Al Abdullah - East of Naseem
Block 3
Kuwait City
Kuwait



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Contact E-mail hr@aiu.edu.kw