Algonquin College – Kuwait (AC-Kuwait)

Introduction

Algonquin College – Kuwait (AC-Kuwait; www.ac-kuwait.edu.kw) is a collaborative venture involving Orient Education Services – a privately-owned Kuwaiti education and training company - and Algonquin College – a publicly-owned Canadian College of Applied Arts & Technology (more information about Algonquin College Canada can be found at www.algonquincollege.com). AC-Kuwait is Kuwait's only Canadian college, the Governorate of Jahra's only higher education institution, and one of only three international branch campuses operating in Kuwait. It is accredited by the Kuwait Private Universities Council and the Kuwait Public Authority for Applied Education & Training and opened in 2015. It offers diploma programs in Business, Advanced/Information Technology, and Media Design, an English & Academic Foundations Program, and Continuing Education & Contract Training programs, all of which are taught in English. Its brand-new, state-of-the-art, coeducational campus in Al-Naseem, Kuwait currently hosts 200+ students, 80% of whom are Kuwaiti. Future plans include expansion of programming to include undergraduate degrees, the opening of specialized centres, the completion of Phase 2 of construction, and continuous enrolment growth to a maximum of 4000 students.

The State of Kuwait offers its citizens and expatriate residents a safe, secure, tax-free environment. The College's employees enjoy a dynamic, engaging workplace that focuses on applied learning and student success. Additionally, it offers competitive salaries and benefit packages and opportunities for future growth and advancement.

Position Available: Academic Dean (AD)

Position Summary & Description

Reporting to the President, the Academic Dean (AD) is the College's visionary academic leader, senior academic officer and, at present, only academic manager. The AD is accountable for all aspects of the design, development, delivery and outcomes of AC-Kuwait's degree, diploma, foundation, continuing education and contract training programs and library/learning commons services. The AD provides strategic institutional leadership in academic programming, policies, personnel and resources and directly supervises all academic faculty and staff. As a member of the College's Senior Management Team and the AC-Kuwait Steering Committee, the AD is a major contributor to college-wide strategic planning and management and to the success of the AC-Kuwait's academic partnerships.

In consultation with the President, the Academic Dean
- engages with a wide range of internal and external stakeholders – including appropriate representatives of Algonquin College and other academic partner institutions - to design, develop and implement AC-Kuwait's strategic academic and enrolment management/student retention plans, evolving organizational structure, and annual academic goals and objectives.
- leads AC-Kuwait's development as an academic institution, as a branch campus of Algonquin College, and as an academic partner to other Higher Education Institutions by ensuring that the Academic Division's structure and systems evolve in accordance with College growth and change and that all members of the academic team
  - o are carefully recruited, selected, oriented and trained and effectively supervised;
  - o demonstrate the highest possible standard of academic integrity and ethics;
  - o act in accordance and compliance with College policies and those of Algonquin College and other academic partners.
  - o are committed to academic excellence, continuous improvement, and quality assurance;
  - o create and maintain teaching/learning environments that are interactive, innovative, positive, supportive and inclusive;

- work collaboratively with members of the College's Enrolment & Student Services Team to
  - identify "at risk" students and actively participate in student accommodation, retention and success strategy development and implementation (including interventions)
  - actively support Student Enrolment, Student Success and Student Life activities, including the provision of "help" services
- engage with members of the College's external communities and facilitate student interaction with community members through field trips, guest lectures, etc.
- are encouraged to pursue professional development.
- oversees all aspects of academic activity and performance including
  - identifying key performance indicators, developing annual business plans and budgets and monitoring divisional and individual assignments, allocations and performance
  - ensuring that excellent outcome/competency-based curricula and teaching and learning resources are developed, acquired and/or adapted
  - ensuring the appropriateness of instructional designs, student evaluation schemes, and applicant assessment and placement systems,
  - approving Course Section Information materials for each course section delivered
  - ensuring teaching excellence through classroom audits and instructor performance evaluations
  - conducting grade review meetings and approving and submitting grades each semester
  - negotiating, establishing and continuously updating credit transfer/articulation agreements with local and regional institutions
  - continuously liaising with representatives from Algonquin College and other academic partner institutions to
    - ensure that required resources are available in an effective, timely manner
    - provide feedback on programs, courses, curricula, teaching & learning resources and services (e.g., LMS, digital library) and negotiate improvements, adaptations, substitutions, and replacements
    - keep abreast of changes in curricula, policy, etc.
    - participate in Program Status, Program Quality and Curriculum Reviews
    - coordinate on-site Quality Assurance Assessments and ensure that the Assessment Teams are provided with access to the students, faculty, resources and facilities they need to conduct each Assessment.
    - report on plans and implementation progress regarding academic enhancements or deficiency rectifications
- supports community engagement and the formation of College-community linkages, networks and partnerships, including
  - coordinating programs and events with partner organizations such as Injaz – Kuwait
  - developing and delivering continuing education and contract training programs
  - forming and regularly convening advisory committees
  - personal involvement with community-based organizations (e.g., Canadian Business Council – Kuwait)
- works with the College Registrar to
  - develop and review academic policies, systems and procedures
  - develop and review the College Academic Calendar
  - make effective decisions regarding cohort formation, course sections, etc.
  - arbitrate student complaints and appeals

- works with the Director, Administrative Services to develop policies, systems and procedures (e.g., in HR) that
    - contribute to academic employee satisfaction, motivation, performance and retention
    - ensure the effective delivery of courses and the continuous availability and effective use of educational technologies (e.g., interactive white boards, LMS)
    - ensure the health and safety of employees and students.
- works with the other members of the AC-Kuwait Steering Committee to
    - facilitate effective communication, collaboration, problem-solving and decision-making on matters of mutual interest and concern to the College, Algonquin College and AC-Kuwait's other academic partners
    - review and harmonize AC-Kuwait's academic policies, quality assurance strategies, and marketing and enrolment management strategies,
    - assess other prospective AC-Kuwait educational partners and resource suppliers.
- demonstrably contributes to the overall success of the College by
    - actively and collaboratively participating as a member of the Senior Management Team
    - helping to develop, implement and monitor the College's strategic plan and goals
    - identifying and successfully pursuing recognized external accreditations for schools, programs or courses or certifications for students
    - cooperatively allocating and managing resources and achieving and sustaining fiscal viability
    - participating in a wide range of operational problem-solving and decision making activities
    - ensuring that the Senior Management Team is informed about academic issues and activities which may impact College operations

AC-Kuwait Academic Dean
Position Specifications

Education
- **Required:**
    - Relevant Doctorate degree
- Preferred:
    - Education and Qualifications related to both English as a Second/Foreign Language and either Business or Information Technology/Computer Science.

Experience
- **Required:**
    - Minimum of 10 years' experience in Higher Education, with a minimum of 5 years' experience managing Higher Education Academic and Foundation programs
- Preferred:
    - Experience in a senior academic management role in a 2-year College or polytechnic
    - International experience in an English as a Foreign Language environment, especially in the Middle East and North Africa (MENA) region
    - Experience managing in an entrepreneurial private-sector higher education environment
    - Experience managing in a Branch Campus environment
    - Experience creating and sustaining academic partnerships/joint ventures
    - Experience managing in an institutional start-up environment

Knowledge, Skills & Abilities

- **Required:**
    - Complete fluency – oral and written – in English
    - Expertise in English as a Second/Foreign Language curriculum development, instructional design, student evaluation and applicant assessment
    - Demonstrated ability to develop curricula & learning resources, determine appropriate teaching methodologies & technologies, and deliver high-quality, interactive, applied education and training programs.
    - Strong interpersonal & intercultural communication and relating skills, including the ability to research, write and present persuasive proposals & reports
    - Strong teaching skills and sound knowledge of technologically-enhanced instruction
    - Strong planning, organizing, negotiating, problem-solving, and decision-making skills
    - Demonstrated ability to build, lead and motivate successful academic teams through strong, authentic, visionary leadership
    - Demonstrated ability to create and maintain teaching/learning environments that are positive, supportive, inclusive, innovative, learner-centred and culturally appropriate.
    - Demonstrated ability to be proactive, anticipate challenges, develop contingencies, tenaciously overcome barriers and obstacles, find solutions, meet deadlines and achieve outcomes.
    - Ability to demonstrate honesty, integrity, and trustworthiness and establish and maintain strong, positive, trusting relationships with individuals and groups within and outside the College, including partner institution and senior management colleagues.
    - Demonstrated ability to create and maintain partnerships and engage leaders of government, education, business, industry, and community organizations
    - Demonstrated ability to capitalize on opportunities, be entrepreneurial, innovative and flexible.
    - Demonstrated ability to develop realistic business plans and budgets, effectively manage quality, performance and risk, achieve goals, and contribute to organizational success.
    - Demonstrated ability to use tact, diplomacy, empathy, and sound judgment when dealing with challenging or difficult situations

- Preferred
    - Knowledge of Arab/Islamic culture. Fluency in Arabic would be an asset.
    - Knowledge of Kuwait education systems, institutions and challenges.
    - Ability to conduct needs analyses and demonstrate successful contributions to organizational development, human resource development and/or government priorities such as workforce capacity-building or economic development.
    - Knowledge of educational innovations such as block and modularized program design.
    - Knowledge of professional, industrial and academic accreditation and certification programs.

To apply for this position, please send a letter of application explaining your interest and suitability for this position, a copy of your current CV, and the names and contact information for three professional referees (one of whom must be your current/most recent direct supervisor) to careers@ac-kuwait.edu.kw and put "Academic Dean" in the subject line of the email. Review of applications will begin February 18, 2018 and will continue until the position is filled.