

JOB TITLE: Associate Dean, School of Business Management & Information Technology

LOCATION: Doha, Qatar

DEPARTMENT NAME: School of Business Management & Information Technology

END DATE OF ADVERTISEMENT: May 30, 2019

College/Department Profile:

The College of the North Atlantic - Qatar is inviting applications for the position of Associate Dean, Business Management & Information Technology. Reporting to the Dean, the Associate Dean, School of Business Management & Information Technology must be a proven leader with the skills and expertise necessary to support the School of Business Management & Information Technology in fully implementing the College's mission and vision.

College of the North Atlantic - Qatar Profile:

The beautiful and culturally progressive State of Qatar is home to the world-class post-secondary institution, College of the North Atlantic-Qatar (CNA-Q). Internationally recognized as a comprehensive technical college, CNA-Q is committed to high quality, student-centered education. This commitment is reflected through state-of-the-art facilities, accessible and responsive technology programs and strong partnerships with industry.

With more than 600 staff and 3,000 students, CNA-Q is one of Qatar's largest post-secondary institutions offering over 30 diploma programs through student-centred learning. By providing training in a range of technical areas including Engineering Technology, Health Sciences, Industrial Trades, Business Studies and Information Technology, CNA-Q brings the State closer to the goals of Qatar National Vision 2030.

DUTIES & RESPONSIBILITIES:

This position requires an energetic and enthusiastic individual to lead, coordinate and manage efforts of faculty and administrative teams to ensure quality programs and student success, in addition to providing support for professional development of faculty. This also includes responsibility to coordinate efforts, lead and organize the day to day management of the college in the oversight of course schedule planning, faculty evaluation, curriculum development, planning, revision assessment, faculty recruitment and retention, budget development, fiscal management and other related activities within the School.

Candidates should have an outstanding record of teaching and industry experience, and possess the qualifications necessary to be successful in the role of Associate Dean, School of Business Management & Information Technology at the College of the North Atlantic - Qatar.

The Associate Dean, School of Business Management & Information Technology reports to the Dean and is responsible to support the School of Business Management & Information Technology in the following areas:

OPERATIONAL

- Implement academic program strategy and support the development of leading edge programming across key program areas in line with the College's strategic and academic plan.
- Participate and contribute to the annual budget and business planning process to ensure academic and program requirements are reflected in planning efforts in line with the strategic plan requirements
- Provide program-related direction and support to faculty to promote a culture of academic excellence and student success.
- Oversee the establishment of teaching assignments to maximize operational processes and student success.
- Oversee School programs to maintain program quality and ensure alignment with accreditation standards; is overall responsible for program design and completion of accreditation activities for assigned programs.
- Manage the planning and delivery of curriculum and assessments to enhance quality assurance for faculty and students.
- Manage the assignment of faculty and instructional staff workloads to foster an optimum working environment.
- Contribute to the development of the School policies, procedures, processes and guidelines.
- Oversee the review of existing performance evaluation of instructional staff (including classroom observations) to sustain and develop a consistent and superior quality of instruction.
- Respond to student, faculty and student sponsor queries related to College instructional processes and policies to promote consistent application and compliance.
- Support the Dean by providing subject matter advice to the School through participation on College and School committees and at College and industry events to ensure promotion of School initiatives and alignment of School programs with changing College and industry needs.
- Act as Chair of committees and perform the tasks as assigned by the Dean; as well as represent the College on a need basis.
- Ensure appropriate allocation of resources within the department (space, use of support staff, purchase of equipment and supplies etc.)
- Build effective relationships with academic stakeholders and collaborate with other Schools to leverage efficiencies for the planning and delivery of programs.

PEOPLE MANAGEMENT

- Provide professional development support and perform periodic performance reviews for direct subordinates based on CNA-Q's Employee Performance Management framework to ensure continual high performance of employees in alignment with the College's mission and mandate.
- Contribute to the development of employees through identifying appropriate learning and development opportunities in collaboration with Faculty Affairs.

QUALIFICATIONS

EDUCATION AND CERTIFICATIONS

- Doctorate degree in a relevant discipline from a recognized, accredited institution. A terminal degree in a closely related field may be considered.
- Professional certification in a relevant field offered within the School
- Membership in a related professional body

PREFERRED QUALIFICATIONS:

- 10+ years of employment experience with a combination of experience as a practitioner/professional within the relevant discipline, as well as experience in a supervisory/management role within the relevant discipline.
- Experience working in a post-secondary institution where applied, industry-aligned programs in business and IT are offered.
- Strong knowledge of and substantial experience with the development, delivery, evaluation and program accreditation of business and IT college or university programs.
- Demonstrated leadership in post-secondary administration in a similar leadership position.
- Record of successful participation/leadership in applied research projects.
- Experience in leadership and innovation in technology-based projects.

EXPERIENCE:

- A minimum of five (5) years of employment experience as a practitioner/professional within the relevant discipline
- Eligible Professors & Assistant Professors that have exhibited consistent exceptional performance.

LANGUAGE:

- Excellent verbal, written, presentation, and interpersonal communication skills.
- Bilingual in English and Arabic is preferable.
- English language proficiency equivalent to IELTS 7.0 and above.

OTHER REQUIRED SKILLS:

- Commitment to applied and experiential learning as a pedagogy and a key feature of the College's mandate.
- Knowledge of technical and polytechnic college systems.
- Commitment to the effectiveness, vitality, and self-renewal of the teaching profession through self-driven continuous professional development and life-long learning.
- Exemplary communication and interpersonal skills and a reputation for building positive working relationships across all levels of an organization, and with industry govern partners.
- Demonstrated record of collaborative decision-making, a high standard of professional integrity, and a commitment to academic excellence.
- Demonstrated ability to articulate a vision and strategy for developing experiential, student-centered programming and proven leadership, management, organizational and problem-solving skills are required.
- Knowledge of technical and polytechnic college systems is essential.
- Collaborative and collegial spirit and a demonstrated ability to establish rapport with learners, colleagues, sponsor-employers, and members of the community.

BENEFITS:

- Internationally competitive income (salary is commensurate with experience).
- Furnished accommodation (in accordance with CNA-Q HR policies).
- Annual air ticket to home country (for employee, spouse and up to 3 children under age 18).
- Educational allowance for candidate's children in accordance with CNA-Q HR policies.
- Group health insurance in accordance with CNA-Q HR policies.
- Annual Leave in accordance with CNA-Q HR policies.



HOW TO APPLY:

Applications should be submitted via our online application portal at <https://careers.cna-qatar.com/en/job-search-results/>.

Please complete all application sections and ensure that you attach:

- A letter of application, concisely outlining your interest in and qualifications for the position.
- A current curriculum vitae.
- Any additional documentation that you feel is relevant to your application.
- Names and contact information of three referees.

Job Category: Academic