

ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. Job Identification:

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| 1.1 | Position Title: | Dean, Student Affairs |
| 1.2 | Position Level: | 4 & above |
| 1.6 | Place of work: | Paro College of Education |

2. Main Purpose of the Job:

The purpose of this position is to assist the Director in creating and maintaining a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual development of students and help to establish a student culture and where they learn to respect differences, take responsibility for their actions and exercise leadership for the common good.

3. Representative Work Activities:

- Responsible for enrollment (admission & registration) in conjunction with the Dean of Academic Affairs.
- Receiving students to the College, settling them into College accommodation and helping them to find private housing, where needed.
- Provide orientation on the facilities and their use, including sensitization to rules.
- Oversee the management of mess ensuring that best arrangements are made to provide wholesome food to students.
- Facilitate in setting up appropriate shops for students in self catering arrangements.
- Work and coordinate with students and other members of the College community in developing co-curricular and extra-curricular activities such as games and

sports, cultural and literary activities, work related skill development activities as well as academic support services. to meet recreational needs as well as to provide for wholesome education.

- Organize mind and mindfulness educational programmes to provide opportunities for contemplation to help the students to understand themselves for better living.
- Administer Student Service Centre which may host Student Help Desk, Student Health Centre, Student Counseling Centre including career counseling, Academic Support Centre, Offices for Student Leaders, Coordinators' Office, Centre for Games and Sports, Clubs/Societies, bookshop and to provide adequate services to the students.
- Facilitate in setting up cafeteria and other facilities for food at affordable costs.
- Facilitate in setting up facilities such as banking services, healthy shops including book shops.
- Propose, justify and monitor student services budget
- Active faculty member of the College engaged in teaching and research. This should be demonstrated by teaching at least a module every semester and take up research. The teaching responsibility including designing and development of programs in his/her area of competency will be determined by the respective colleges based on the need of the College.
- Undertake other responsibilities as may be assigned by the Director from time to time.

4. **Eligibility Criteria:**

- **Qualification:** Masters Degree
- **Position level:** Grade 4 (P1) and above
- **Teaching experience at the tertiary level:** 5 years within the last 15 (should be able to teach at least 3 different modules from the whole portfolio of programs offered at the college).
- **Leadership Experience:** Should have served as a Programme Leader or Head of the Department or any other leadership experiences or roles which in the Committee's judgment are considered to be appropriate.

Note: A person who has served as Dean shall be allowed to apply for the same position or another Dean's position.

5. Terms of appointment:

- A term of 3 years (renewable by another 2 years based on review in a particular college)
- If a person is continuously out for more than six months, the position has to be vacated for another person
- Teaching load to be reduced appropriately depending on the situation of the colleges
- Allowance of Nu. 5,000/- per month
- When the dean is on leave of absence for more than one month the allowance will be paid to the officiating dean