

Umma University is a Private Chartered University, located in a serene environment in Kajiado. In pursuit of its vision and mission to provide excellent University education, training and research through fostering knowledge and innovation into quality programmes to suit the needs of society, Umma University invites applications from suitably qualified candidates for the position of Dean of Students.

QUALIFICATION:

- A minimum of Masters in Education or related fields
- At least 3 year's experience in directing student life in a University or similar institution of higher education
- Demonstrate ability to build positive relationships with students, parents and employees.
- Have a strong understanding of higher education institution policies.
- Strong leadership skills
- Have a strong ICT and communication skills
- Excellent professional judgement and discretion, ability to work as part of a team, maintains appropriate confidentiality, models integrity, honesty, trust and professional ethics.
- A committed practicing Muslim of high standing and shall promote the Islamic values and principles.

KEY ROLES AND RESPONSIBILITIES

- The Dean of Students shall be responsible to the Deputy Vice Chancellor (Academics, Research and Student Affairs).
- The Dean of Students shall coordinate students activities and student welfare and in this connection, shall have oversight responsibility for sports, games, entertainment, counselling, student organizations, student accommodation, Student Council, student advisory services, career development services and students' personal development.
- The Dean of Student shall be the Returning Officer during elections of office-bearers of the Student Council/Association.
- The Dean of Students shall provide guidance to professional and social clubs and societies formed by students.
- The Dean of Student shall inculcate the moral values as contained in the mission and vision of the University.
- The Dean of Students will be the Chairman of the Sports and Games Committee that will operate under the Office of the Deans of Students.

HOW TO APPLY:

Applications must be submitted online on or before **20th January 2023** through the University Recruitment System at <https://recruitment.umma.ac.ke>.

Umma University is an equal opportunity employer. Women, marginalized groups and persons living with disability are encouraged to apply.