

# THE BAHAMAS BAPTIST UNIVERSITY COLLEGE



*“A Legacy of Excellence”*

<b>JOB TITLE</b>	<b>ASSISTANT ACADEMIC DEAN</b>
<b>TYPE OF VACANCY</b>	<b>ACADEMIC/ADMINISTRATION</b>
<b>DIVISION</b>	<b>ACADEMIC AFFAIRS</b>
<p><b>POSITION SUMMARY:</b> The Assistant Academic Dean at the Bahamas Baptist University College (BBUC) is a senior leadership position reporting directly to the Academic Dean. This role supports the strategic vision and operational efficiency of the Academic Affairs Division and ensures alignment with the College’s mission to deliver quality education, develop student leadership, and foster academic innovation.</p> <p>The Assistant Academic Dean is responsible for leading academic planning and program development, managing faculty, chairing academic policy meetings, overseeing curriculum development, and ensuring compliance with accreditation standards. The role also contributes to institutional advancement through innovation, interdisciplinary initiatives, and a commitment to student-centered education in alignment with BBUC’s mission” to deliver quality education, develop student leadership, and foster academic innovation.”</p>	
<p><b>PRIMARY DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Reports directly to the Academic Dean.</li> <li>• Provides academic leadership to achieve institutional growth goals and improve student outcomes.</li> <li>• Maintains quality standards for all academic and non-academic programs through a strong and effective faculty and administrative team.</li> <li>• Executes the academic strategies to grow institutional programs and offerings through innovative, mission-driven, and market-relevant initiatives.</li> <li>• Chairs academic policy meetings and provides leadership for the development, implementation, and review of academic policies.</li> <li>• Leads curriculum development efforts across academic programs to ensure relevance, innovation, and alignment with national and regional standards.</li> <li>• Manages, supervises, and evaluates faculty, fostering professional development and ensuring adherence to academic standards.</li> <li>• Collaborates with the Board of Education and institutional stakeholders to support academic excellence and policy development in line with BBUC’s strategic goals.</li> <li>• Oversees institutional and programmatic recognition, accreditation, and academic support services in compliance with regulatory standards, legislation, and bodies such as NAECOB, governmental agencies, and public/private partnerships.</li> <li>• Provides the management support of faculty, administration, and student needs while advancing strategic goals in a rapidly changing higher education landscape.</li> </ul>	

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- Ensures the development, coordination, and execution of strategic initiatives, enhancing visibility, external relations, and industry partnerships with a focus on resource management and data-driven decision-making.
- Oversees program development, curriculum management, and the strategic expansion of academic programs.
- Leads the implementation of academic policies and protocols.
- Collaborates between faculty and administration, implementing robust academic business plans to enrich BBUC's reputation and leverage its heritage.
- Strengthens the academic culture in alignment of BBUC's, mission vision and core values of promoting student leadership and fostering academic innovation and excellence.
- Integrates advanced technologies such as artificial intelligence, augmented reality, and blockchain into its academic programs and research initiatives.
- Develops quality programs to prepare students to lead in an ever-changing global environment.
- Builds and maintains a competent team of leaders who are innovative, future oriented to advance the educational experience of its students.
- Ensures a clear focus on interdisciplinary studies, project-based learning, and experiential learning/ education,
- Fosters an entrepreneurship ecosystem that nurtures innovation, creativity, and risk-taking.
- Develops mentorship programs, incubators, and accelerators to empower students for economic growth and social impact.
- Maintains a student-centered approach with consistent two-way communication.
- Promotes ethical practices and fosters a culture of academic integrity, guided by data analysis and best practices.
- Manages the day-to-day operations of the Department.
- Conducts annual performance appraisals on employees and faculty.
- Identifies manpower needs, participates in interview panels, and evaluates human resource requirements to achieve divisional goals.
- Prepares the department budgets for operational tools, equipment and related resources,
- Assesses the training and development needs of employees and faculty.
- Monitors and evaluates the Academic Affairs dashboards and KPIs to ensure the strategic goals, objectives and deliverables are achieved.
- Represents the institution with integrity to internal and external stakeholders as directed by the Academic Dean.
- Ensures BBUC's receives national, regional, and specialized accreditation through quality improvement initiatives and student learning assessments.
- Develops exchange programs and global initiatives expanding opportunities for cross-cultural learning through collaboration with international academic/technological institutions.



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- **The information provided above is intended to describe the scope and level of work required for this position. The information provided is not exhaustive and does not represent a complete list of all the responsibilities, duties, skills and abilities in this leadership role.**

**Special Knowledge, Skills, and Abilities:**

- Confidential
- Honesty and integrity.
- Critical and analytical thinking skills
- Sound judgement and decision-making skills
- Time Management and Organization skills
  
- Excellent written and verbal communications skills
- The ability to manage multiple tasks, and organizational and creative fluency.
- Must be able to function collaboratively and effectively in a team environment, while also functioning autonomously with ability to set own deadlines and workflow.
- Strong interpersonal and human relations skills
- The ability to work collaboratively with diverse personalities and communities.
- Ability to work well under pressure in an ever-changing environment.
- Ability to create KPI's, Dashboards and to evaluate the effectiveness of current efforts against targets and benchmarks, the deliverables and recommend alternative strategic efforts as required.
- Ability to work independently and as part of a team.
- Flexible and adaptative to changing needs and priorities of BBUC.
- Ability to work collaboratively and successfully, using a team approach to problem-solving, conflict resolution and decision-making.
- A working knowledge and understanding with national and regional academic accrediting bodies and agencies e.g. (NAECOB).
- Personal qualities of creativity, innovation, and high energy in an environment that is fast-paced, multi-tasking, entrepreneurial, and solutions-oriented.
- Functions collegially and effectively in a team environment, working well with others toward achieving objectives, but also working independently with the ability to set and meet deadlines.
- Collaborates effectively with all BBUC stakeholders, including the Board of Education, faculty, staff, students, government, non-government agencies and the general public.



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**QUALIFICATIONS:**

A minimum of a Master’s degree from a recognized university in education, business management, economics, finance, and or related disciplines. A Master’s degree in education is preferred.

A minimum of 10 years of administrative, management and leadership experience with a "recognized" academic institution, (post-secondary level) a government agency, or one who has held a senior leadership role in the Business/Financial industry in a senior leadership role.

<b>DATE PUBLISHED:</b>	<b>MARCH 25, 2025</b>
<b>APPLICATION DEADLINE:</b>	<b>APRIL 8, 2025</b>
<b>REQUESTED INFORMATION:</b>	
<p>Interested applicants should submit the following electronically to the Human Resources Department email <a href="mailto:hr@bbuc.edu.bs">hr@bbuc.edu.bs</a> .</p> <ul style="list-style-type: none"> <li>• A cover letter of interest highlighting work experience and accomplishments relevant to the position;</li> <li>• Completion of the online application;</li> <li>• Current curriculum vitae/resume;</li> <li>• Copies of Qualifications and Certificates;</li> <li>• The names of at least three professional references.</li> </ul> <p>BBUC is an Equal Opportunity Employer that does not unlawfully discriminate in its employment decisions based on race, color, creed, religion, ethnicity, national origin, sex/gender identity /expression, sexual orientation, marital/partnership status, disability, age, citizenship status, predisposing genetic characteristics, credit history, arrest/conviction record, unemployment status, status as a victim of domestic violence, sexual violence, or stalking.</p>	