University of Kurdistan Hewlêr
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Vacancy Announcement

Student Affairs Manager

The purpose of this role is two-fold: first, the appointee will develop, implement, and oversee a comprehensive academic and personal support strategy for students at UKH. This will include programmes to support students in key academic skills, the development and extension of the UKH peer-tutoring scheme, oversight of the personal tutoring system, systems to identify and support at-risk students, and systems to ensure the effective delivery of student counselling and welfare services. Secondly, the appointee will oversee and coordinate the extra-curricular activities offered to students at UKH to create engaging marketing campaigns that enhance student engagement and participation in campus and off-campus activities, events, and programmes within the educational institution.

JOB TITLE:	Student Affairs Manager
DEPARTMENT:	Student Affairs
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	UKH President
APPOINTMENT DURATION:	1 Year
PROBATION:	3 Months
APPLICATION DEADLINE:	Application is open until the position is filled
JD VERSION:	091126

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Duties and Responsibilities

- Develop, implement, and oversee a comprehensive system of academic and personal support for students at UKH.
- Manage, develop, and extend the UKH peer tutoring scheme.
- Oversee the personal tutoring policy at UKH and, working closely with Deans, Heads of Department, and Programme Coordinators, ensure its effective operation.
- Develop and implement university-wide systems for identifying and supporting academically at-risk students.
- Develop and oversee academic support programmes in key academic skills, including mathematics and English.
- Develop and implement an effective student welfare and counselling service at UKH.
- Coordinate the student representation system and the work of the School staff-student committees.
- Provide advice to the President and Deans on all matters related to the student experience at UKH.
- Lead proactively the development of a wide range of extra-curricular activities for students, including the coordination and oversight of student-led societies. As well as advertising and actual marketing initiatives to promote student achievements and participation.
- Support the supervision of dormitory staff and the management of the University dormitories.
- Develop and coordinate a diverse array of student engagement initiatives, including cultural events, international student clubs, and cross-cultural exchange programmes. Promote opportunities for students to broaden their horizons and engage with peers from diverse backgrounds.
- Develop and implement strategies to promote student retention, persistence, and academic success. Provide support services, academic advising, and mentoring programmes to help students overcome barriers to success and achieve their educational goals.
- Cultivate partnerships with local community organizations, businesses, and government agencies to enhance students' educational experiences and provide opportunities for civic engagement and community service.
- Lead efforts to internationalize the student experience by promoting study abroad programmes, international internships, exchange programmes, and cross-border collaborations. Facilitate partnerships with overseas institutions and organizations to create enriching opportunities for students to learn and grow on a global scale.
- Take a leading role in identifying student talents and provide necessary support to develop them through the University's programmes and activities.
- Support activities related to the environment and the Centre for Environmental Studies (CES), as well as relevant research projects.

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- Additionally, the selected applicant is to undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.

Person Specifications

The post-holder should have the following qualifications, skills, and competencies:

- Academically well-qualified with experience in teaching or providing academic support in a university context. Hold a university degree, preferably a master's degree in social sciences, humanities, computer sciences, or a related field.
- An excellent understanding of the academic and pastoral needs of students at all levels.
- A sound understanding of the academic requirements of the University.
- Experience of working with students and the ability to develop rapport with students of all backgrounds and abilities.
- Excellent interpersonal skills and the ability to liaise and negotiate with colleagues across the university.
- Excellent organizational skills and the ability to develop, implement, and sustain programmes of change.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and personal statement to jobs@ukh.edu.krd by indicating the specific Vacancy Title: Student Affairs Manager and inserting the most recent passport-size photo in the designated area on the application form.
- Only complete applications (Application Form with photo, personal statement, and CV) will be considered.
- The size of the photo must be 45mm x 35mm with no less than 150 pixels for the quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at 'Vacancies' on the University website (http://www.ukh.edu.krd).
- Only short-listed candidates will be contacted for an interview.
