



The Western Pacific University

POSITION DESCRIPTION

DIRECTOR OF FOUNDATION YEAR (CHEFS)

OFFICE/DIVISION:	Office of the Vice President, Academic Affairs
POSITION TITLE:	Director of Foundation Year (CHEFS)
POSITION NUMBER:	WPUFY003
POSITION CLASSIFICATION:	Academic/U4
JOB LOCATION:	Ialibu, Western Pacific University
ORGANISATIONAL RELATIONSHIP:	
Reports to:	Vice President Academic Affairs
Coordinates with:	Vice Presidents, Deans of Faculties, Heads of Department, and Director of Student Services.
Supervises:	Foundation Year Coordinating Officer

JOB PURPOSE:

The Director of the Foundation Year Programme is the Head of the Department. As the Academic Department Head, she/he is responsible for ensuring the proper management and educational focus of the Department's staff, physical equipment, and other resources. She/he is responsible for hiring staff as needed, making sure the staff collectively has the skills needed to perform the various jobs required, and providing ongoing students support and development to enhance students' academic and nonacademic performances. She/he makes sure the Foundation Year has the space needed to house the staff appropriately, and the technology and other tools to do their jobs efficiently to prepare students for further studies. In addition to overseeing the day-to-day operations of the foundation, she/he sets the example that motivates students to accomplish the foundation's goals.

Dimensions

The Academic Board of WPU implemented recommendations made NHTEB and named the one-year Foundation Year Programme as **Certificate in Higher Education Foundation Studies** to meet the PMG NQF reequipments.

The aim of the programme is to be a prerequisite and a compulsory programme of study for students taking entry into the Bachelor level programmes. What is understood from this is that no Bachelor level programme at WPU will be completed unless the student has successfully completed this Certificate in Higher Education Foundation Studies.

This Certificate in Higher Education Foundation Studies programme is required for students to complete it. Otherwise, they cannot be enrolled in the three-year Bachelor's programmes

DUTIES AND RESPONSIBILITIES

1. Maintains academic excellence by observing, mentoring, and collaborating with all Faculties at the University.
2. Implements University and Department policies.
3. Conducts performance evaluations that are timely and constructive.
4. Maintains academic quality and departmental vitality through the oversight, recruitment, and retention of faculty, staff, and students.
5. Ensures smooth daily operation of the Department's programmes, staff, and physical facilities and schedules.
6. Coordinates the Department's schedule of units offerings.
7. Manages the Departmental budget and physical and technological facilities.
8. Involves Faculties and other stakeholders in broad decision-making and planning.
9. Communicates information concerning policies, decisions, procedures, and activities to the Department.
10. Attracts and maintains a distinguished and diverse academic staff, and student body.
11. Supports and develops the motto, vision, mission, and future goals of the Department and the University.
12. Fosters positive morale and cohesiveness throughout the Department.
13. Mentors and guides the staff in the Department so that they may better mentor students, set scholarly goals, investigate creative interests within the field, and accomplish professional goals.
14. Teaches classes as needed.
15. Advocates for and supports the University through extracurricular activities including, but not limited to, additional online study.
16. Performs other related duties as assigned by the Vice President Academic Affairs.

REQUIREMENTS AND QUALIFICATIONS:

1. Master Degree preferable Doctorate Degree in an appropriate academic field required.
2. At least five years of experience in a professorial capacity required; full time lecturer preferred.
3. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels of the University.
4. Ability to create, maintain, analyze, and negotiate the Department budget.
5. Ability to analyze, anticipate, and schedule units offerings.
6. Attention to detail with a focus on thoroughness and quality.
7. High integrity and ethical standards.
8. Superlative academic record and standing.