

Associate Dean, Business Management & Information
Technology
College of the North Atlantic - Qatar

Direct Link: <https://www.AcademicKeys.com/r?job=123856>

Downloaded On: Aug. 21, 2019 3:11am

Posted May 28, 2019, set to expire Sep. 27, 2019

Job Title	Associate Dean, Business Management & Information Technology
Department	School of Business Management & Information Technology https://careers.cna-qatar.com/en/qatar/jobs/associate-dean-business-management-information-technology-3925021/
Institution	College of the North Atlantic - Qatar Doha, , Qatar
Date Posted	May 28, 2019
Application Deadline	open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Business - General
Apply Online Here	https://careers.cna-qatar.com/en/qatar/jobs/associate-dean-business-management-information-technology-3925021/

Apply By Email

Job Description

College/Department Profile:

The College of the North Atlantic - Qatar is inviting nominations and applications for the position of Associate Dean, Business Management & Information Technology. Reporting to the Dean, Business Management & Information Technology, the Associate Dean, Business Management & Information Technology must be a proven leader with the skills and expertise necessary to support the School of Business Management & Information Technology in all the academic affairs of the college and fully implementing the College's mission and vision.

Associate Dean, Business Management & Information
Technology
College of the North Atlantic - Qatar

Direct Link: <https://www.AcademicKeys.com/r?job=123856>

Downloaded On: Aug. 21, 2019 3:11am

Posted May 28, 2019, set to expire Sep. 27, 2019

College of the North Atlantic - Qatar Profile:

The beautiful and culturally progressive State of Qatar is home to the world-class post-secondary institution, College of the North Atlantic-Qatar (CNA-Q). Internationally recognized as a comprehensive technical college, CNA-Q is committed to high quality, student-centered education. This commitment is reflected through state-of-the-art facilities, accessible and responsive technology programs and strong partnerships with industry.

With more than 600 staff and 3,000 students, CNA-Q is one of Qatar's largest post-secondary institutions offering over 30 diploma programs through student-centred learning. By providing training in a range of technical areas including Engineering Technology, Health Sciences, Industrial Trades, Business Studies and Information Technology, CNA-Q brings the State closer to the goals of Qatar National Vision 2030.

Duties & Responsibilities:

This position requires an energetic and enthusiastic individual who will lead, coordinate and manage efforts of faculty and administrative teams to ensure quality programs and student success, in addition to providing support for professional development of faculty. This also includes responsibility to coordinate efforts, lead and organize the day to day management of the college in the oversight of course schedule planning, faculty evaluation, curriculum development, planning, revision assessment, faculty recruitment and retention, budget development, fiscal management and other related activities within the School.

Candidates should have an outstanding record of industry experience in Information Technology and possess the qualifications necessary to be successful in the role of Associate Dean, Business Management & Information Technology. The successful candidate is responsible to contribute to the development of the Business Management & Information Technology policies and procedures, implement academic program strategy and support the development of leading edge programming across key areas. Candidates will contribute to the annual budget and business planning process to ensure program requirements are in line with the college's strategic plan.

Responsibilities also include to oversee school programs, and to maintain program quality and ensure alignment with accreditation standards. Candidates will manage the planning, and delivery of curriculum and assessments to enhance quality assurance for faculty and students. Responsibilities also include to support the allocation of resources within the department, and respond to student, faculty and sponsors queries related to college policies. Candidates will support the Dean by providing subject matter advice to the School and participate on college committees and at industry events. The Associate Dean, will act as Chair of committees and perform task as assigned by the Dean and build effective relationships with academic stakeholders and collaborate with other Schools to leverage efficiencies for the planning the delivery of programs. Candidates will manage the assignment of

Associate Dean, Business Management & Information
Technology
College of the North Atlantic - Qatar

Direct Link: <https://www.AcademicKeys.com/r?job=123856>

Downloaded On: Aug. 21, 2019 3:11am

Posted May 28, 2019, set to expire Sep. 27, 2019

faculty and instructional staff workloads to foster an optimum working environment.

Candidates will provide professional development support and perform periodic performance reviews for direct subordinates to contribute to the development of employees, develop workforce plans for Academic units in collaboration with the Human Resources Department and have excellent organizational, leadership, decision-making, delegation and communications skills as well as the ability to act as a mentor to team members.

Qualifications

Education and Certifications:

Doctorate degree in Business Management or Information Technology from a recognized, accredited institution. A terminal degree in a closely related field may be considered.

Experience:

A minimum of five (5) years of employment experience as a practitioner/professional within the relevant discipline.

A distinguished record of scholarly achievements that meet the standards for an appointment at the full professor level;

A record of sound leadership and administrative accomplishment; and a familiarity with the international higher education systems.

Language:

Fluency in written and spoken English language

Bilingual in English and Arabic language is preferable

Other Required Skills:

Demonstrably outstanding record of leadership and management in a post-secondary institution.

Experience in accreditation and planning of college courses and programs. Good understanding of teaching, learning and student experience is required. Strong leadership skills with a desire to achieve organizational success and to lead by example is required. Collaborative decision-making and a high standard of professional integrity. A proactive can-do attitude to work and good time management is essential. The candidate should have the ability to anticipate change and effectively manage quality and risk at all times. Effective resource management is essential. Commitment to positive relationship building and effective working relationships across all levels of the organisations is required.

Knowledge of Faculty Workforce Planning is required and knowledge of Sourcing and Recruitment is desirable. A Commitment to ongoing training and continuous professional development is desirable.

Candidates should demonstrate explanatory communication and interpersonal skills. Fluency in English language is required; Fluency in Arabic language is an asset.

Benefits:

College of the North Atlantic - Qatar offers a unique, multicultural environment, and world class facilities in a beautiful campus located in the Duhail area of Doha. Our employees come from a diverse

Associate Dean, Business Management & Information
Technology
College of the North Atlantic - Qatar

Direct Link: <https://www.AcademicKeys.com/r?job=123856>

Downloaded On: Aug. 21, 2019 3:11am

Posted May 28, 2019, set to expire Sep. 27, 2019

background from all over the globe, and enjoy competitive compensation and benefits. These benefits include, but are not limited to:

- Competitive compensation
- Generous Annual Leave
- Professional Development opportunities
- Convenient work hours
- Extensive Health & Life Insurance
- Immigration Services
- Full access to our recreational facilities

How to Apply:

Applications should be submitted via our online application portal at <https://careers.cna-qatar.com/en/qatar/jobs/associate-dean-business-management-information-technology-3925021/>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Qatar