



EMPLOYMENT OPPORTUNITY

Muteesa I Royal University (MRU) is a private university that was accredited by the Uganda National Council for Higher Education (UNCHE) in 2007. Its Main Campus is situated in Kirumba Masaka, with other campuses in Mubende and Mengo-Kakeeka. The mission of the MRU is to provide an effective and efficient setting for the development of intellectually dynamic individuals, principled and resourceful professionals and practitioners. MRU is seeking to recruit highly motivated, innovative and committed candidates to fill the positions highlighted below:

1. Job title: Assistant Dean of Students

Reports to: The University Dean of Students

Duty Station: Kakeeka Mengo Campus

No of vacancies: 01

1. **Role definition:** To provide administrative leadership and oversight to operations in student life, student clubs and other co-curricular activities, residence life, student counseling services, student judicial affairs, spiritual life, student government, and recreation and athletic teams.

Job Description

- i. Assisting the Dean of Students in the daily guidance and administration of student affairs in the University
- ii. Guide the student leadership in the proper implementation of the students' guild constitution without inviting conflicting tendencies
- iii. Guide the student leadership in the proper budgeting and requisitioning of items from the University and provision of any such financial management support to the student leadership
- iv. Providing guidance and mentoring to the guild students' leadership and student association
- v. Providing appositive linkage between the students' body and University administration.
- vi. Coordinating with other departments on campus to ensure that students receive the support they need to succeed in their academic programs
- vii. Providing academic counseling and advising to students, including helping them choose courses that will help them meet their goals
- viii. Coordinating with other departments on campus to ensure that students receive the support they need to succeed in their academic programs
- ix. Monitoring and ensuring student security of life and property is ensured

- x. Attending and guiding students on social functions
- xi. Handling any such student disciplinary matters and forwarding reports pertaining to such matters to the University administration.
- xii. Performing any other duty as may be assigned by the immediate supervisor

Abilities required:

- i. 3 years of experience in a similar position or acting as faculty dean and at least 3 years of teaching in high institution.
- ii. Familiarity with and support of the goals, vision and ethos of student-centered education
- iii. Excellent written and oral communication skills are required for interaction with variety of individuals (students, parents, faculty) and presentations.
- iv. Proven ability to interact effectively with students, faculty, staff and administrators of diverse background
- v. Proven ability to provide effective vision, management and leadership in a changing educational environment
- vi. Working knowledge of related information systems, and ability to evaluate system's needs, and experience, using them in program analysis and evaluation
- vii. Demonstrated knowledge of and capacity to implement student affairs best practices.
- viii. Develop mechanisms for students' compliance with the university rules and regulations
- ix. Offer guidance to the guild leaders and all other associations

Reacquired specifications

- Bachelor's degree in Administrative related field.
- A Post Graduate qualification is an added advantage.
- More Education or experience may be preferred.
- Strong analytical, communication, and computer skills.
- Understanding of administrative processes may be required.
- Ethical behavior.
- Attention to detail.

Mode of Application

Interested candidates are invited to submit their sealed applications under confidential cover, together with the following:

- 1) **A letter of motivation**
- 2) **Detailed and updated curriculum vitae signed and dated by the candidate and relevant academic credentials to the Human Resources Office, Muteesa I Royal University or the email: hrm@mru.ac.ug**
- 3) **Receiving of applications will close on Wednesday 14th February 2024 at 5.00pm**

