



THE BAHAMAS AGRICULTURE AND MARINE SCIENCE INSTITUTE

FEEDING MINDS. GROWING GREATNESS

Director of Academic Affairs

BAMSI is seeking a dynamic and visionary Director of Academic Affairs to serve as the Chief Academic Officer and provide both academic and administrative leadership for the Institution. The successful candidate will play a pivotal role in advancing our institution's academic mission and ensuring the highest standards of educational quality. Desired qualities are strategic leadership; curriculum development; faculty development; student success; Accreditation and Compliance; Budget Management and Collaboration and Stakeholder Engagement.

Responsibilities:

Academic Leadership:

- Oversee both credit and noncredit instruction, including career and technical education, workforce development, and adult education programs.
- Provide strategic planning, staffing, development, scheduling, and evaluation of all courses and programs in the curricula. Promote innovation in teaching and learning
- Collaborate with faculty, staff, students, and external stakeholders to achieve the College's mission.

Supervision and Coordination:

- Administer supervision of key areas, including faculty and instructional office staff.
- Lead all Faculty meetings.
- Develop and administer Professional Development Programs for faculty.
- Provide guidance and support to faculty members in pedagogical best practices, professional development opportunities, and scholarly activities.
- Coordinate space and equipment planning.

Budget and Quality Control:

- Manage annual budgets for assigned areas of responsibility.
- Ensure quality control measures for all coursework, including online and dual credit.
- Advocate for effective faculty collaboration.

- Manage the academic affairs budget effectively, allocating resources strategically to support academic programs, faculty development, and student success initiatives.

Curriculum and Accreditation:

- Oversee curriculum development projects and approval of new programs.
- Prepare written materials, including reports for accreditation.
- Ensure timely production of the college catalog and class schedules.
- Assist in grant development and proposals.
- Collaborate with faculty and staff to design and refine curricula that align with industry trends, accreditation standards, and the needs of diverse student populations.

Student and Faculty Relations:

- Address student and parent concerns and appeals in collaboration with faculty and division chairs.
- Facilitate effective advisory committees for career and technical academic programs.
- Champion initiatives to promote student success, retention, and graduation rates through academic support services, experiential learning opportunities, and student engagement activities.

Collaboration and Stakeholder Engagement:

- Foster partnerships with academic departments, administrative units, industry partners, and community stakeholders to enhance academic offerings and support the mission of the institution.

Qualifications

Master's or doctoral degree in Education, Higher Education Administration, or a related field (doctoral degree preferred). Previous experience in academic administration, including curriculum development, faculty supervision, and accreditation processes.

DEADLINE: UNTIL FILLED

TO APPLY FOR THE ABOVE-MENTIONED POSITION, please complete application form, send relevant requested documents (Copy of Resume, Copies of qualifications and applicable certifications, copy of Passport and/or voters card, Copy of NIB Card and 3 written character References Valid Police Record (not later than six months of the application) Medical Certificate including information on any noncommunicable disease. **Please bring originals for Validation and email hr@bamsibahamas.edu.bs**