



## Director Academics for Sharda University Uzbekistan

### **Educational Qualifications**

Education: Ph.D. degree with significant experience abroad in accredited institutions will be considered.

### **Preferred Qualifications**

Demonstrated leadership and administrative track record of an organization with an international focus on European style of teaching-learning. Experience and knowledge of international academic leadership and administration. Familiarity with academic program delivery, faculty leadership and student affairs. Knowledge of university administration, policy and procedures. Understanding of higher education issues including enrolment, examination, management and technology driven student engagement.

### **Essential Duties and Responsibilities**

**Academic Affairs:** In collaboration with the academic staff, manage all facets of program delivery, faculty recruitment, course planning, and scheduling for the academic offerings in Uzbekistan. Plan the delivery and scheduling of undergraduate general education offerings. Manage regular faculty meetings with local and Sharda University, Greater Noida network faculty, teaching courses at Uzbekistan. In collaboration with the Sharda University Greater Noida, ensure that faculty at Uzbekistan receive appropriate faculty development opportunities and training on relevant academic standards. Evaluate and review faculty in accordance to University's academic processes, policy and guidelines.

**Students Affairs:** Plan, develop, and deliver student orientation and related meetings for the University programs at Uzbekistan. In collaboration with the support units, ensure that academic support is delivered to students at Uzbekistan. Serve with regards to University policy and standards for student petitions and appeals for programs in Uzbekistan. Serve as a main advisor or coordinator for the Sharda University Uzbekistan and Sharda University Greater Noida study abroad students at Uzbekistan or vice versa.

**Academic Policy:** Enforce all University academic policies, including; admission criteria, registrations, probation and dismissal guidelines, transfer policies, graduation requirements and other academic advising or academic standing policies. Collaborate, with appropriate Ministry personnel regarding marketing and recruiting for University programs in Uzbekistan. Maintain academic standards consistent with all general University policies and requirements.

**Curricular and Program Delivery:** Coordinate and enforce all aspects of the University's academic programs. Maintain all University academic requirements and standards for University academic programs offered at Uzbekistan. Insure all course syllabi including: course descriptions, outcome statements, course outlines, and course materials are consistent with University academic standards.

**Salary:** 2700 to 3000 USD per month; salary not a constraint for deserving candidate.

**Age Limit:** up to 50 years: **Languages Known:** Russian or Uzbek Must

**How to apply:** Interested candidates can apply online by [clicking here](#)