



Anguilla Community College

Vacancy – Director of Business Studies

The Board of the Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of Director of Business Studies. The appointment for the Director of Business Studies is expected to take effect from 8th August 2022.

The Anguilla Community College Act, 2009 brought Anguilla's first national tertiary education institution into full existence. The College has six academic divisions: Hospitality Studies, Technology, Sciences, Humanities and Education, Social Sciences and Continuing and Adult Education.

The Director of Business Studies is responsible for:

- (i) planning, promoting, organising, developing, directing, administering, monitoring and evaluating the operations and programmes within the area of Business Studies to meet the needs of the Anguilla Community College (ACC) students in particular and the Anguillian community in general;
- (ii) developing programmes, which meet national, regional and international education standards; and others that facilitate lifelong learning;
- (iii) improving the skills and knowledge of students, and enhancing their ability to contribute positively as members of their families, communities and nation; and
- (iv) carrying 6 – 9 credits per semester or 12 – 18 credits per year as laid out in the ACC Employee Handbook.

Personal and Professional Requirements

The applicant should be an experienced and skilled manager, organiser and educator, who is trained, experienced and competent in running a major academic division of a degree granting tertiary education institution. The office holder should be highly motivated and hardworking; trained and skilled in educational planning and management, curriculum development, and teaching methods; with basic knowledge and understanding of business management and be innovative and entrepreneurial. The incumbent should be competent in written and oral communication, possess basic skills and understanding of finance and budgeting along with being able to use online, computerised information systems and software configured for colleges. Knowledge and skills should also be possessed in advertising, sales and marketing and in customer service.

The desired knowledge, skills and abilities are normally developed in the course of obtaining a MASTER'S DEGREE in a business-related field from an accredited college or University in an academic discipline. The successful applicant would also be expected to hold an advanced tertiary level Diploma in teaching, together with a minimum of five (5) years teaching experience of which at least three (3)

years should be supervisory management experience in secondary or tertiary education or in industry as a trainer, or in a similar or related job.

Applications

All applications should be addressed to:-

The Chairperson Board of Governors

Long Path

Anguilla

Email: chairperson@acc.edu.ai

Telephone: (264) 498-8395/497-2538

Office Hours 8.30 am to 4.30 pm Monday to Friday

Applications should be received by **15 July 2022**. The application should include:-

1. A letter of interest specifically addressing the applicant's background in relationship to qualifications described (not more than three pages);
2. A current résumé (or curriculum vitae);
3. Certified copies of educational qualifications; and
4. The names of **three** professional references (one of which should be from a current supervisor) with each reference's position, office or home address, e-mail address, and telephone numbers.

For additional information about the College and for a complete job description, please send your request to Bernice.Edwards@acc.edu.ai or info@acc.edu.ai