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## UNIVERSITY COUNCIL AND SENIOR MANAGEMENT BOARD STAFF MEMBERS' RESPONSIBILITIES IN REVEALED WORD UNIVERSITY

### 1. CHAIR OF UNIVERSITY COUNCIL

**Term of Office:** Three years, or such lesser period as the Council may in individual cases determine. The Chair of the Council may hold the office for not more than three periods of three years. As long as he lives, the founder of Revealed World University shall be the Chancellor of the University. He shall delegate CEO or the Prochancellor for same responsibilities.

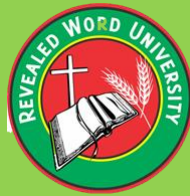
**Time commitment:** This is estimated to average around two full time equivalent days per month. However, the University may need to call upon the Chair at any time. The role may require daytime and evening commitments.

**Appointment :** By University Founders' Council on the recommendation of the Nominations Committee, from amongst those members of University Founding Council appointed as, or to be appointed as, a Pro-Chancellor and CEO.

**Remuneration :** Travel and subsistence expenses only

#### **Purpose of the role**

The Chair is responsible for leading the Council of the University. The Council is the supreme Governing Body of the University, charged with promoting its interests and with those functions defined in the University's Royal Charter. The Chair will ensure that the Council of the University conducts its business efficiently and effectively in promoting the University's interests; that the Council exercises its powers and responsibilities judiciously; that the activities of the University are consistent with its objects as set out in the Charter; and that the Council observes the principles of public life. The Chair is responsible to the University's stakeholders for its effective leadership.



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The Chair of the Council is responsible for ensuring that the Council exercises control over the strategic direction of the University, through an effective planning process, and that the performance of the University is assessed adequately against the objectives that the Council has approved.

The Chair of the Council plays a key role in the governance and leadership of the University. However, he or she does not become involved in the day-to-day executive leadership and management of the University, which is the responsibility of the Vice-Chancellor. The Chair of the Council is responsible for maintaining a constructive working relationship with the Vice-Chancellor, providing a challenging but supportive environment in which the Vice-Chancellor and the University's senior leadership team can discharge their responsibilities for the delivery of the objectives set out in the University's Strategic Plan. The Chair of the Council is responsible, on behalf of the Council, for reviewing the performance of the Vice-Chancellor on a regular basis and for making recommendations to the Remuneration Committee. The Vice-Chancellor, Chairman of Senior Executive Board and President of Advisory Board work independently but closely together within the legal framework provided by the University's Charter, Statutes, Ordinances and other regulations enacted by the University from time to time and the requirements of funding and regulatory bodies. The Chair of the Council shall also be, ex officio, a member of a number of Committees of the Council.

## **Key responsibilities**

1. To lead the Council of the University, ensuring that it sets a successful, sustainable and clear strategic direction for the University and assesses performance adequately against the objectives that the Council has approved.
2. To chair meetings of the Council, ensuring that the business to be considered is appropriate and that the meetings are conducted efficiently and effectively, enabling all members of Council to contribute to clear decisions being taken in a manner consistent with the proper conduct of public business.
3. To ensure that Council exercises its powers and responsibilities fully and judiciously, either directly or through an effective system of sub-Committees of Council with clearly defined remits, delegated authorities and reporting obligations to Council, and through an appropriate scheme of delegation to the Vice-Chancellor.
4. To promote the long term sustainability of the Council by supporting the recruitment



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process and effective induction of new members and the development of existing members of the Council.

5. To take urgent decisions outside of meetings of Council on behalf of the Council in line with delegated powers, reporting back to Council on any actions taken.
6. To lead on behalf of Council in setting appropriate performance and developmental objectives for the Vice-Chancellor, reviewing performance against them on a regular basis and making recommendations to the Remuneration Committee.
7. To ensure that the Council conducts itself in accordance with accepted standards of behaviour in public life.
8. To represent the University externally, for example with the Committee of University Chairs and at events organised for Chairs of Governing Bodies by the Higher Education Councils and accrediting agencies
9. To further the advancement of the University by contributing to the development of friends of the University, both directly and through attendance at their meetings

## **Personal experience and attributes**

1. A strong personal commitment to higher education, Vision, Mission, purpose, objectives and the values of Revealed Word University
2. Relevant professional expertise and knowledge in matters relevant to the successful operation of a large, complex and diverse organisation.
3. Experience of leading organisations and chairing meetings, bringing matters for consideration to a satisfactory conclusion.
4. Awareness of the modern regulatory environment within which publicly funded organisations operate.
5. An empathy with the interests and ambitions of the staff, students and alumni for the success of the University.
6. Sound judgement and judiciousness.
7. Networking, influencing and advocacy skills.
8. A demonstrable commitment to equality and diversity.
9. An ability to establish effective working relationships with a diverse range of people.

## **2. CHIEF EXECUTIVE OFFICER**

Chief Executive Officer of Revealed Word University responsibilities and duties include and are not limited to:



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1. University Business decision making; Policy making for short-, mid- and long-term projection of university;
2. Monitoring and evaluation of University Mission and Vision, Core Values and Philosophy.
3. Programs and Projects implementation;
4. Overall executive leadership of the University.
5. Advising Senior Management Board of Revealed Word University
6. Presiding RWUNI Council in absence of Chair of the University Council
7. Presiding Senior Executive Board of Revealed Word University in absence of chairperson of the Board.
8. Working hand in hand with RWUNI Advisory Board for advice on implementation of RWUNI policies, programs and project.
9. Reporting to International Missions (IM) of which RWUNI is a division
10. Reporting to Strategic Missions (SM) of which RWU is Division for Africa
11. Reporting to University Founders' Council

### 3. SECRETARY GENERAL OF UNIVERSITY COUNCIL

**Position Title:** Secretary of the Council/Special Assistant to the President and Chancellor

**Name of Department:** University Council Secretariat

**Supervisors of the Position:** University Founding Council (Chancellor of the Council in consultation with the CEO and Prochancellor)

**Location of Position:** Headquarters/ Sheridan, Wyoming, USA (online)

**Length of Appointment:** One year renewable.

#### Justification

Support the Council of the University with the fulfilment of its tasks; serve as link between the Council and the University Senior Management Board; University Senior Executive Board and University Advisory Board



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Support the Founder and Chancellor with convening and coordinating Council Meetings, fundraising, speech writing, official correspondence, etc.; Support the Founder and the Chancellor with the Change Agenda. Convening and coordinating Council Meetings, fundraising, speech writing, official correspondence, etc.; Support the President and the Chancellor with the Change Agenda.

## **Essential Qualifications for the Position:**

PhD Degree in a relevant field, preferably in Business Administration or Management. Fluent in English and Spanish (written/oral). Strong diplomatic and protocol skills. Excellent fundraising and (speech) writing skills 5-10 years of experience in related matters

## **Knowledge**

- . Business Administration
- . Legal knowledge
- . MS-Office (Excel, Power Point, Word). Experience with Change Management

## **Abilities and Skills**

1. Excellent, concise drafting skills Organizational skills Ability to build and promote
2. Excellent networking skills
3. Respectful and effective interpersonal relations Excellent communication and interpersonal skills
4. Ability to analyse and synthesize complex topics of discussion and write them up in concise minutes (not verbatim);
5. Ability to work under pressure and keep deadlines for the preparation of documentation for the council;
6. Ability to work according to policies and procedures.

## **Personal Suitability**

1. Emotional intelligence
2. Self-motivated and creative
3. Discreet, highly ordered, and detail oriented Teamwork oriented



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4. Customer service oriented
5. The job requires dealing with high level officials, mostly with a very diverse international character.

## **Job Description**

### **General Responsibilities for the Position:**

1. Coordinate Council and Executive Committee (ExCom) meetings
2. Provide periodical updates to the Council and oversee the preparations of documentation for the Council
3. Prepare minutes and resolutions of University Council and Founders' Council meetings;
4. Support the members of the Council, in particular the Founder, the Chancellor, and CEO in their work for the university, including preparation of official meetings, speeches, etc.
5. Support the Founder and Chancellor with the implementation of the Change Agenda

### **Specific Responsibilities**

1. Preparation and verification of the annual Budget of the Office of the Council Secretariat. . Maintaining the archive of the Council up to date, including confidential files for each one of current members; former members; the register of renewal of terms of Council members; the minutes, resolutions and documentation of Council meetings, etc.
2. Coordinating with the office of the CEO regarding the nomination of new Council members
3. Keeping track of decisions of the Council and verifying the implementation.
4. Issuing Secretariat notes or certifications at the request of financial institutions, for auditing purposes, or on government entities' request on decisions or resolutions made by the Council. Answering to all correspondence received from Council members and providing the information or assistance requested.
5. Keeping Council members updated on University activities or other events which are key to the University's administration, both periodically and immediately in case of major events/issues. . Providing information to staff and students about the Council, its rules, its members, the Charter of the University and other institutional instruments by which the University works.





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6. Coordinating the preparation/editing of documents for Council meetings.
7. Issuing official documents for Council meetings. Take notes at Council and Executive Committee meetings and transcribe the corresponding Reports/resolutions/minutes.
8. Advising the President, Chancellor, CEO and Senior Management Board, Senior Executive Board, Advisory Board regarding the implementation of the Change Agenda
9. Supporting the CEO and Chancellor in the supervision of the implementation of the Change Agenda
10. Preparing official meetings, speaking arrangements, fundraising efforts, etc. for the members of the Council, in particular for the CEO and Chancellor
11. Writing speeches, briefing notes, concept notes, draft correspondence, etc. for this purpose.
12. Coordination of University Council activities
13. Preparing university council meetings
14. Monitoring, Evaluating and advising on the implementation of programs of boards of Revealed Word University
15. Advocacy for Revealed Word University in different institutions and countries.
16. Reporting to university Founders' council

## 4. VICE CHANCELLOR

Vice Chancellor leads the university's academic and administrative departments. He/ She may serve on several university boards, assist with policy development and academic planning, prepare budgets, and maintain the institution's positive image. In addition to Presiding Senior management Board Meeting and being member of RWUNI Council, VC responsibilities and duties includes and are not limited to:

1. Providing, on daily basis, the leadership, academic and administration to the whole University;
2. Represent the University externally
3. Securing a financial base sufficient to allow the delivery of the University's mission, aims and objectives;
4. Carrying out certain important ceremonial and civic duties.
5. Serving on several boards and providing valuable input as well as listening to colleagues' suggestions.
6. Reviewing academic programs, budgets, and policies, and improving upon them.



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7. Maintaining positive relationships with other academic institutions, organizations, and the broader community.
8. Allocating resources fairly and securing grants.
9. Supervising staff and addressing any performance issues.
10. Handling a range of administrative duties, including preparing reports.
11. Attending academic conferences and other events.
12. Building networks with other academics and institutions.
13. Delivering speeches at events such as graduations and open days.
14. Ensuring university standards are maintained and that academic freedom is protected.
15. Establishing faculties and Centres of RWUNI
16. Work in teamwork spirit with both Deputy Vice Chancellor for Administration and Strategic Planning and Deputy Vice Chancellor for Academic Affairs, Quality Assurance and Research.
17. Reporting to Chief Executive Officer of Revealed Word University and copy to Secretariat of University Council.

## 5. THE DEPUTY VICE-CHANCELLOR, ACADEMIC AFFAIRS, QUALITY ASSURANCE AND RESEARCH (DVCAR)

DVCAR is the head of the Academic Division. DAVCAR serves as the principal assistant and advisor to the Vice Chancellor in all academic matters. Develops and plans institutional and academic programs, budgeting and resource allocation; supervises staff development programs; and participates in academic personnel policy development and negotiation. Is responsibilities includes and are not limited to:

1. Preparation of syllabus and regulations;
2. Co-ordination of examinations;
3. Coordinating undergraduate and postgraduate studies;
4. Co-ordination of admissions;
5. Academic staff coordination and training;
6. Work with and coordinate activities of Directors of academics, quality assurance and Research, Secretary of University and University Registrar (Admission and Registration offices).
7. Shall be the Chairman of the Lectureship Appointments Committee;
8. Shall be the Chairman of the Senior Lectureship Appointments Committee;
9. Perform any other functions pertaining to Academic Affairs;





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10. Carry out such other duties and responsibilities as may be delegated by the Vice-Chancellor.
11. Shall be in the absence of the Vice-Chancellor for Administration and Strategic Planning (Human Resource and Administration) or on account of other exigencies of service, chairperson of Senior Management Board Meeting of RWUNI
12. Reporting to Vice Chancellor and copy to CEO

## **6. DEPUTY VICE CHANCELLOR FOR ADMINISTRATION AND STRATEGIC PLANNING.**

As part of the Chancellor's Office, the Deputy Vice Chancellor for Administration and Strategic Planning, provides the executive leadership in assisting the Vice Chancellor in the overall planning, organizing, and controlling of the academic and administrative program areas.

### **General Description:**

Reporting directly to the Vice Chancellor, Deputy Vice Chancellor for Administration and Strategic Planning serves as a member of the Vice Chancellor's cabinet and oversees all units within the Divisions of Administration and Strategic Planning: University Faculties ,Centres; departments, Student Health and Counselling Services; University Housing including Living Learning Communities; Student Life and Multicultural Affairs, Student Organizations, Student Government, Student Activities Council, and Student Program and Services; Dining Services; Campus Recreation; Student Conduct; Student Leadership Development; Service Learning; and Career Planning and Development.

### **Duties and Responsibilities:**

The DVCAP generally serves on

- a. Providing a vital, creative and adaptable vision and leadership for university organs and Student Affairs in support of the development, assessment and improvement of student services and experience which meet and support the university's mission and strategic plan.
- b. Analysing issues and uses foresight and creativity in recommending viable courses of action and advising on policies in matters dealing with students.



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- c. Providing direct supervision and leadership development for the following units: Student Conduct, Career Planning and Development, Multicultural Affairs, and Student Affairs Evaluation and Assessment.
- d. Serving as the student advocate within the university community.

Duties include, but are not limited to, the following:

1. Provides leadership and supervision for the planning, organizing, and coordinating of the Division of University organs while achieving institutional goals and objectives.
2. develops and implements short- and long-term organizational goals, objectives, strategic plans, policies, and operating procedures for the University Organs including Division of Student Affairs which respond to the changing needs and requirements of the university's student community and which enhance the university's viability for student recruitment and retention purposes.
3. Develops partnerships with private and public entities as well as key stakeholders in support of the Division's mission and strategic objectives.
4. Assists with campus-wide crisis/emergency response and provides support to students and families in emergency situations.
5. Maintains a visible profile and fosters communication both on campus and with external constituencies by engaging students, parents, faculty, community agencies, state and local officials, and members of the general public through participation in community organizations, student organizations, and other entities which address student concerns.
6. Takes a leadership role in promoting and obtaining public and private funds related to Student Affairs.
7. Designs, implements, and maintains an organizational structure and staffing to effectively accomplish the online and on-campus strategic goals, missions, and priorities as they relate to Student Affairs.
8. Oversees recruitment, training, supervision, professional development, and evaluation of professional and non-professional staff within the University Organs and Division of Student Affairs.
9. Works with other administrators to identify data sources, develop definitions and determine data collection mechanisms.
10. Oversees development and submission of internal and external reports, assessment and evaluation of programs, and initiates improvements to ensure that the Division of



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Student Affairs is effective, innovative, proactive, anticipatory and responsive to student and community requirements and in compliance with governmental and state regulations and reporting requirements in African countries.

11. Develops and manages the Division's resources and budgets, and identifies and projects long- and short-range needs for strategic projections of program and staffing requirements for budget preparation purposes.
12. Ability to work collegially with a wide variety of constituencies and team members including the Vice Chancellor's Staff.
13. Work with and coordinate activities of Division of finance, administration, planning (human resources development).
14. Oversees the review, investigation and analysis of allegations of violation of the Student Conduct Code which includes initiating charges, referring cases to the Student Conduct Officer.
15. Serves in absence of Vice Chancellor and works as her/his chief spokesperson on matters related to student life, services and programs with students, the community, system offices, state and government agencies and other campuses.
16. Reporting to Vice Chancellor and copy to CEO

## 7. EXECUTIVE DIRECTOR OF ADMINISTRATION AND FINANCE

1. **Position Title:** Executive Director of Administration and Finance
2. **Name of Department:** Directorate of Administration and Finance
3. **Supervisors of the Position:** Deputy Vice Chancellor of Administration and Strategic Planning .
4. **Location of Position:** Headquarters/ Sheridan, Wyoming, USA (online)
5. **Length of Appointment:** One year renewable, volunteering Status
6. **Key Responsibilities:**

1. Manage financial and administration teams of RWUNI to achieve company financial goals.
2. Develop the overall corporate financial goals and objectives of RWUNI.
3. Oversee preparation of financial records related to general ledger, payroll, budget, expense, etc.
4. Assist in account receivable and payable activities of the University.
5. Maintain accurate bank records of cash withdrawals and deposits of RWUNI bank



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accounts.

6. Follow standard accounting process for financial analysis and reporting activities.
7. Evaluate existing accounting system and recommend improvements if required.
8. Assist in developing and managing budgeting system of RWUNI.
9. Perform account reconciliations and generate financial reports.
10. Identify and resolve invoicing issues, accounting discrepancies and other financial related problems within RWUNI.
11. Manage all RWUNI student accounts for payment settlements.
12. Initiate orientation and training programs for employees of RWUNI.
13. Track and monitor resource needs and other material needs for carrying out financial and administration tasks of RWUNI.
14. Monitor and manage expenses within allotted budgets.
15. Assist in resource identification, work assignment, performance evaluation, and promotion decision activities.
16. Report to Deputy Vice Chancellor of Administration and Strategic Planning and copy to CEO and Vice Chancellor.

## 8. DIRECTOR OF ACADEMICS AND QUALITY ASSURANCE

1. Working on quality assurance within Revealed Word University's Faculties;
2. Curriculum and academic policy development;
3. Monitoring lecturing and marking activities;
4. Accreditation process and working with deans of faculties and heads of departments;
5. Reporting university activities on basis of monthly, quarterly, semester, annually report;
6. Lecturing activities.
7. Work on establishment of research centers in different faculties of universities.
8. Work closely with other directors to mobilize and implement Revealed Word University projects and different programs with partners.



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## 9. DIRECTOR OF PARTNERSHIPS AND PUBLIC RELATIONS

### Key Responsibilities

1. Set objectives for the PR team and monitor team members' performance
2. Maximize brand presence on various channels (e.g. web, TV and social media)
3. Cultivate and maintain relationships with media and influential professionals
4. Arrange interviews and press releases to promote our company and its products/services;
5. Ensure brand consistency in all advertising efforts;
6. Organize PR events to increase awareness of our company;
7. Assign tasks and projects to the PR team;
8. Track and influence media coverage

### Requirements and skills

1. Proven work experience as a Public Relations (PR) Director, PR Manager or similar role
2. Solid experience coordinating successful PR campaigns
3. Expertise in different social networks, including Facebook and Twitter
4. Excellent communication and presentation skills with confidence to serve as the company's spokesperson
5. Creative abilities
6. Team management skills
7. Ability to foster long-term relationships with key professionals

## 10. UNIVERSITY REGISTRAR

### MAJOR PURPOSE

The University Registrar provides leadership and oversight to all aspects of the Office of the Registrar. The University Registrar plays a critical role in the University and Academic operations by effectively managing the maintenance and integrity of all student academic records, the approved curriculum, the creation and maintenance of course schedules, all areas of student registration and the recording and reporting of



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grades, compliance with accrediting institution's regulations, and the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures as they relate to registration and academic record keeping. The University Registrar must provide strong leadership consistent with the academic goals, Vision, mission and values of the institution.

### **Key Responsibilities**

1. Management of staff and operations of the Office of the Registrar;
2. Supervises the registration of continuing and incoming undergraduate students, transfer of credits, and degree evaluations;
3. The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students, and facilitates effective student registration process;
4. Partner with Admissions and Academic Advising to facilitate an efficient and timely process to move newly accepted students to registered;
5. Manages an efficient transcript evaluation and processing;
6. Developing and maintaining degree audit system and certification of students for graduation/graduation clearance;
7. Maintains up-to-date course schedules, catalogs, final examination schedules;
8. Manages efficient use of classrooms;
9. Interprets and enforces academic policies and regulations of the University;
10. Must keep abreast of operational and reporting trends, regulations, and technology solutions for improving the efficiency and effectiveness of the Registrar's office;
11. Serves as one of the officials responsible for accrediting institutions' compliance for the University;
12. Develop and maintain accurate curriculum management systems and published in an University handbook and Catalog;
13. Plans and manages the annual budget of the Registrar's Office;
14. Serves on appropriate Academic and University Committees.
15. Other Duties as assigned.

### **QUALIFICATIONS**

1. Minimum of 3-5 years of managerial experience as a registrar or closely related enrollment management professional at a higher education institution;





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2. A bachelor's degree is required, master's degree preferred;
3. Excellent research, written, verbal and interpersonal communication skills;
4. Attuned to detail and insistent on correct information and data, both verbal and written;
5. Experience with student information systems; development of reports, plans and budgets, and regulations related to student records;
6. Demonstrated experience to manage complex operations and systems;
7. Sound Christian testimony with the ability to integrate faith and learning;
8. Subscribe to the statement of faith for International Missions;
9. Subscribe to the community covenant for William Jessup University.

## SKILLS / ABILITIES

1. Ability to formulate and implement policies and procedures;
2. Proven commitment to multiculturalism and working with a diverse student body;
3. Ability and willingness to work effectively with international students;

## WORKLOAD

Part-time Volunteering in Evenings and weekends may be required.

## MENTAL DEMANDS

1. Ability to integrate Christian thought and values in all aspects;
2. Ability to engage in critical thinking and exercise independent judgment;
3. Ability to maintain confidentiality and manage confidential information;
4. Ability to communicate effectively in written and oral form;
5. Ability to take initiative without direct supervision.

Assistant Registrar for Marketing and Admission in Francophone or Anglophone Program

## 11. CHIEF FINANCE AND LOGISTIC OFFICER

### Responsibilities and Duties of Chief Finance and Logistic Officer:

1. Assisting in managing financial and administration teams of RWUNI to achieve university financial goals.



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2. Develop the overall corporate financial goals and objectives of RWUNI.
3. Make and preparation of financial records related to general ledger, payroll, budget, expense, etc.
4. Assist in account receivable and payable activities of the University.
5. Assisting in maintaining accurate bank records of cash withdrawals and deposits of RWUNI bank accounts.
6. Follow standard accounting process for financial analysis and reporting activities.
7. Evaluate existing accounting system and recommend improvements if required.
8. Assist in developing and managing budgeting system of RWUNI.
9. Perform account reconciliations and generate financial reports.
10. Identify and resolve invoicing issues, accounting discrepancies and other financial related problems within RWUNI.
11. Manage all RWUNI student accounts for payment settlements.
12. Initiate orientation and training programs for employees of RWUNI.
13. Track and monitor resource needs and other material needs for carrying out financial and administration tasks of RWUNI.
14. Monitor and manage expenses within allotted budgets;
15. Assist in resource identification, work assignment, performance evaluation, and promotion decision activities.
16. Preparing and on payroll and activity report after paying volunteers and workers of RWUNI.
17. Perform all other duties as may be directed and or requested by the supervisor.

## 12.ACADEMIC SECRETARY

### Section Three – Main Responsibilities

1. To provide administrative support for the Academic Registrar and the Quality



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Teaching and Learning Manager, including certificates, exam paperwork and results letters.

2. Assist with the supervision of exams – theory and practical.
3. Service and take minutes of Student and university staff Attendance and Support Committee and all Progression & Awards Boards.
4. To help with general office/ University duties when the need arises.
5. To handle student enquiries in the absence of the Academic Registrar.
6. To monitor student attendance records.
7. To compile, distribute and coordinate student portfolios.
8. Monitor International students' attendance and prepare a report for the VC and DVCs
9. To distribute university's formal document, messages, announcements from the Office of VC and DVCs

## 13.DEAN OF STUDENTS' AFFAIRS

**Position:** Dean of Student Affairs

**Nature of the position:** Academic Administration

The Dean of Student Affairs will manage the Offices of Student Life, Residential Life, Sports and the Centre for Wellbeing at RWUNI. This may include interacting with the medical and psychological staff. S/he will provide leadership and direction to continue to enhance the overall quality of student and residential life. In this position the Dean is responsible for developing and overseeing programs that enable students to realize their fullest social and personal potential, and for integrating student life experiences with RWUNI's educational mission.

The range of student services within the Dean's area of work and commitments to students may

Include the following;

1. Fostering and modeling an atmosphere of mutual respect, caring, collective engagement, accountability, and personal growth in a community of exceptional talent and diversity.
2. Building collaborations among the many offices and programs that report to the Dean.
3. Developing systematic ways to assess, improve, and renew programs, benchmarking them against best practices and gathering the data necessary for informed decision-making.
4. The Dean additionally will oversee and manage discipline-related processes and



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procedures and the specific committee that deals with such matters RWUNI

5. Work on annual Budget for the department and manage spending in a manner that develops policies regarding student life program development.
6. S/he will supervise various campus programs and serving as a liaison between faculties and student organizations, such as a student government, clubs and societies.
7. Draft policies, rule & regulations for the functioning of the offices that report to the Dean.
8. The Dean will work to provide an excellent student experience by working with other departments and offices especially Office of Academic Affairs, Undergraduate and postgraduate Programs, other staff, parents and student leaders to lead university wide programs from orientation to graduation.
9. Develops and implements a formation program on campus to promote students' virtue and personal growth.
10. Works with student leaders to address pressing issues on university
11. Regularly attends activities and events at RWUNI.
12. Schedules and directs student forums or meetings when necessary.
13. Acts as chaperone at major events and activities such as Homecoming, Graduation,
14. Consults with Chaplains on appropriate matters.
15. Periodically identifies and coordinates speakers to come to campus to address the student body on topics relating to personal formation.
16. Responsible for the enforcement of the Student Code of Conduct.
17. Mainly responsible for discipline and high level Code of Conduct violations on campus in coordination with the Director of Student Affairs.
18. Maintains appropriate records and correspondence relating to the Dean's office.
19. Participates in New Student Orientation Weekend to educate students on formation opportunities and conduct policies.
20. Maintains working relationship with university authorities and the community regarding student behavior in their communities.
21. Responds to student emergency situations as they may occur.
22. Provides fiscal management of the Dean of Students budget.
23. Ensures compliance with relevant policies, procedures, professional standards, laws, and national trends as applicable.
24. Develops learning outcomes, conducts assessment, Annual Work Plan goals and prepares and carries out Institutional Effectiveness plans and reports for programs and initiatives as the Dean of Students.



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25. Assists the Director of Student Affairs in areas related to the administration of the Office of Student Life.

### **Administrative Management**

- 26. The office of a dean of students is generally responsible for serving as a point of information for students and responding to students' needs
- 27. Serves on Executive and related committees and contributes to the development of long-term objectives for the institution and Student Services division
- 28. Prepares and submits the budget for student services division.
- 29. Controls budget and authorizes expenditures within Department of Student Services.
- 30. Approves purchase orders for student personnel programs and activities.
- 31. Approves travel within Department of Student Services.
- 32. Develops and updates student services section of University handbook.
- 33. Provides support from student services staff.
- 34. Develops and implements procedures for staff; plans orientation and development;
- 35. Approves professional development for staff
- 36. Analyzes data from records and reports and uses results to evaluate and improve plans.
- 37. Performs other duties as requested by the Vice Chancellor

### **Planning and Development**

- 38. Develops long-range plans and establishes objectives in student services.
- 39. Administers enrollment services including admission, registration and financial aid
- 40. Supervises the university police department.
- 41. Monitors and evaluate all student services programs and activities.
- 42. Compares year-end accomplishments in all areas against identified objectives.
- 43. In cooperation with staff, students, faculty, and administration, conducts periodic reviews and makes recommendations for policies and procedures.
- 44. Provides oversight and training for the University Disciplinary/Code of Conduct committee.
- 45. Determine departmental strengths, weaknesses and fundamental objectives
- 46. Motivates staff in accomplishing goals of student services programs; assigns responsibilities and directly supervises departmental directors, coordinators, and



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support staff.

**47.**Encourages staff members and directs the resolution of grievances.

**48.**Motivates administrative and support staff in the accomplishment of institutional objectives.

**49.15.** Recommends to the VC, actions regarding discipline, promotion, or discharge of staff.

### **Professional Development**

**50.**Pursues professional development activities such as review of professional literature and formal or independent study.

## **14.DEAN OF FACULTY**

### **JOB DESCRIPTION**

#### **GENERAL**

1. The Dean is the executive head of the faculty concerned and, as academic leader, is responsible for the strategic positioning and pursuit of strategic goals as derived from Vision 2012, the Strategic Framework and the Stellenbosch University

Business Plan. The successful accomplishment of these aims requires the appropriate service delivery by the relevant support service environments. Exercise of leadership and managerial responsibility includes: positioning the faculty within national education policy;

2. positioning the faculty within the core business of Stellenbosch University with regard to research, teaching and community interaction;

3. drawing up a business plan for the faculty and facilitating, in consultation with the management of academic departments and centers, a process for carrying an action plan into effect through which the faculty's contribution to the realization of the strategic goals of the University may be implemented;

4. achieving the financial management target of the faculty;

5. marketing the faculty nationally and internationally; and

6. Ensuring the wellbeing of staff and students.

#### **TEACHING AND LEARNING**

1. The Dean, in consultation with the Vice-Rector (Learning and Teaching) and with the support of the service divisions reporting to the Vice-Rector, is responsible for





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the effective and correctly focused implementation in the faculty of the teaching and learning policy and strategy of the University, and for establishing the necessary structures that will ensure that the academic offering of the faculty is both relevant and of a high quality. More specifically it includes the management of the following:

2. overall planning, development, renewal and changing of academic programs to ensure meaningful academic outcomes, quality, effectiveness and financial viability, and obtaining the necessary approval of the Faculty Board, the Academic Planning Committee and Senate; the process of program accreditation;
3. Optimizing the through-put rate of undergraduate and postgraduate students; the faculty's Committee for Learning and Teaching and the program committees; external assessment (in a cycle as determined from time to time) of all departments in the faculty; and admission of students with a reasonable potential for success.

## **RESEARCH, INNOVATION AND COMMERCIALISATION OF THE KNOWLEDGE BASE OF STELLENBOSCH UNIVERSITY**

1. The Dean, in consultation with the DVCAR (Research and Innovation), Director of Research Development or his/her delegate, and with the support of the service divisions reporting to these functionaries, is responsible for the effective and appropriate implementation within the faculty of the research policy and strategy of the University, and for setting up the necessary structures that will ensure that the research in the faculty is relevant and of a high quality. More specifically it includes the management of the following:

- a) establishing a sound research culture in the faculty; initiating and promoting ethically accountable research of quality, and increasing research output;
- b) managing overall the faculty's research portfolio, inter alia the pursuit of the current research focus areas;
- c) supervising the management of internal and external funding for financing research and the discharge of responsibilities in that regard;
- d) approving or recommending research contracts within delegated competence;
- e) helping to establish young researchers; and
- f) Establishing a sound culture of innovation and commercialization in the faculty.

## **SERVICE TO THE COMMUNITY**



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1. The Dean, with reference to the Community Interaction Policy and Plan and with the support of the service divisions reporting to the Vice-Rector (Community Interaction and Personnel), is responsible for:
  - a) managing service to the community as an integrated part of the teaching and research activities of the faculty; and
  - b) Creating and maintaining the necessary structures in the faculty by means of which effective and relevant service can be delivered to the community.

### **STAFF**

1. The Dean, in consultation with the Vice-Rector (Community Interaction and Personnel) and the Chief Director: Strategic Initiatives and Human Resources or his/her delegate, is responsible for the effective implementation of the human resources plan and strategy of the University. In this regard, the Dean is responsible for the management and execution of actions and processes with a view to, amongst other matters, the following:
  - a. maintaining accepted performance standards and, as far as is practical, ensuring the fulfilment of the service conditions and work agreements of all staff within the faculty;
  - b. fostering and maintaining sound personal and professional relationships among the members of staff and between staff and clients;
  - c. developing the expertise of staff;
  - d. promoting employment equity and the goals associated with it;

### **FINANCE**

7. The Dean, with the support of the Division of Finance, is responsible, in terms of the financial management principles and financial policy of the University, and the operational balance of the faculty, for the effective and transparent management of the finances of the faculty, with the following key components:
  - a) managing all funds and income generated and available in the faculty;
  - b) drawing up and updating the business plan and rolling three-year financial plan for the faculty with regard to all income (income streams) and funds, of which the annual budget forms part;
  - c) drawing up and developing projections for third-stream income for the faculty;
  - d) assigning all income and funds to the environments within the faculty, and employing them effectively and regularly;
  - e) managing and controlling the annual budget;
  - f) formulating proposals for the annual fixing of tuition fees and materials fees for the



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various academic programs;

- g) Considering, prioritizing and recommending all applications for funding from the Strategic Fund.

## INFRASTRUCTURE AND OTHER ASSETS

- 8. The Dean, with the support of the relevant support service environments, is responsible for the effective management (use and maintenance) of the infrastructure and other assets of the faculty.

## STUDENTS

- 9. The Dean, with the support of the relevant support service environments, is responsible for the management of or the execution of actions and processes with a view to:
  - a) recruiting and retaining new students in accordance with the enrolment planning objectives of the University;
  - b) welcoming new students and providing orientation with regard to the activities of the faculty;
  - c) promoting successful study by its students;
  - d) promoting the value systems of the University; and
  - e) Creating and maintaining effective communication with students.

## PROVISION OF INFORMATION

9.1 The Dean, with the support of Institutional Planning, is responsible for: providing specific information which does not already exist on the central database of the University, but which is required from time to time for the overall management of Revealed Word University; and

9.2 periodic reporting on the activities of the faculty and staff and the ways in which finances and facilities are obtained and applied.

## COMPETENCES

10.1 The Dean has the following competences:



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The Dean is a member of Senate, Senior Management Board University Council. The Dean, as a member of Senate, may also be elected to one or more of the standing committees of University Council and Senate:

10.2 The Dean is the chairperson and chief executive authority of the Faculty Council and of the Faculty Committee of the Faculty Council (where it exists in the faculty concerned). As the chief executive officer of the faculty, the Dean carries the final responsibility for delegated management decisions for which the faculty has power of disposal;

10.3 The Dean is accountable to the Vice Chancellor or his delegate, exercising the delegated coordinating competence on behalf of the Vice Chancellor. With regard to functional Responsibility, the Dean reports to the Rector's Management Team.

10.4 The Dean or his/her delegate is the chair of all subcommittees of the Faculties with regard to the filling of posts or the promotion of academic staff in the faculty concerned. The Dean is supported in this connection by the Division of Human Resources in order that the University's regulations, guidelines and policies with regard to appointments and promotions are complied with;

10.5 The Dean may delegate functions in accordance with the organizational model applying in the faculty concerned and in terms of a documented framework for delegation;

10.6 The Dean concludes a work agreement with the VC according to which performance is measured; and

The Dean has managerial authority over all staff in the faculty in terms of policy laid down by Senate and Council. This managerial authority is exercised for the improvement of the faculty's performance with regard to the strategic management indicators, as agreed upon in terms of the Dean's work agreement and contained in the faculty's business plan.

## **APPOINTMENT**

10. Deans are appointed in accordance with the regulations governing the appointment of deans.

*Note: For Senior Executive Board and Advisory Board Staff members, the responsibilities are shared in separate document and in University Handbook.*

March, 2022