

Assistant Dean for Women

Riyadh, Saudi Arabia

College of Business

College of Engineering

College of Medicine

College of Science
& General Studies

Alfaisal University is a private non-profit research intensive university for both men and women that was founded by the highly reputed King Faisal Foundation in 2003. The University began instructional operations in 2008 offering strong undergraduate and graduate programs in Business, Engineering, Medicine and Science & General Studies. Situated in the austere grounds of The Late King Faisal Palace, the University is located in the heart of Riyadh, a centre of government industry, commerce, research and an ever growing student population.

Alfaisal University is currently poised to launch its women's section and requires the services of individuals complying with the relevant requirements for leadership positions at Assistant Dean Level in the colleges of Business, Engineering and Science.

Key Responsibilities:

The successful candidate will have academic, managerial and administrative responsibilities in the Office of the Dean of Faculty in three academic units; College of Business, College of Engineering and College of Science & General Studies. As part of the Faculty Management team, the Assistant Dean for Women will serve a major supportive function to the Dean in terms of the strategic, academic and operational management of the Faculty. The Assistant Dean will be responsible for various activities associated with the enrolment of women, and their progression through their academic programs at the university. These activities would include, but not be limited to, student recruitment, admission, advising, and counselling. The Assistant Dean for women will be the formal channel for communication with women in the academic unit and responsible for conveying the needs and expectations of women students to the Academic Deans and Administration at Alfaisal University. Although reporting to the academic dean of the college, the Assistant Dean for Women will coordinate duties and functions with the office of the Provost, and is also expected to have teaching responsibilities within the academic unit.

Qualification:

A PhD in a discipline appropriate for the relevant academic unit.

A high record of successful visionary and collaborative leadership; strong management, communication and fund-raising skills; commitment to share governance with faculty, staff and students; personal and professional integrity and credibility.

Extensive experience in curriculum development and academic programme management.

A proven research and publication record and peer recognition in a field relevant to the Faculty.

Woman applicants only with Saudi nationality.

Interested and qualified candidates are encouraged to send their CVs to:
dean.postion@alfaisal.edu