

## Dean of Student Affairs

Company:  
**KIMEP University**

Location:  
**Kazakhstan / Almaty**

Discipline:

Employment Type:  
**Permanent Full-time**

Posted:  
**2024-04-22**

Contact Person:  
**If you wish to apply for this position, please specify that you saw it on AKADEUS.**

***KIMEP University is looking for applicants to the following position:***

### **Position: Dean of Student Affairs**

**Department:** Student Affairs

**Division:** Student Affairs

**Reports to:** Provost and General Deputy to the President

Reporting to the Provost and General Deputy to the President, Dean of SA is responsible for the overall supervision of student extra-curricular activities, student support services such as Health Services, Student Learning Center, New Student Orientation, Sports Center, Housing, Residence Life and Campus Life, DIAM, Career Services, Student Discipline, Student Center and Student Government. In addition, this position is integral to the reputation of the University and depends upon evaluation by the community both internally and externally as she or he accomplishes his or her work and leads students in accomplishing their activities and projects at the University and within Almaty.

#### **Responsibilities:**

- To work collaboratively with faculty, staff and students to provide a comprehensive learning environment that fosters the intellectual, psychological, social, leadership and recreational development for a diverse student population;
- To work with the Student Affairs staff, student groups and other members of the KIMEP community in developing extracurricular programming assuring integration with the academic life of the institution and encouraging student personal growth and development;
- To direct, supervise and coordinate student development activities;
- To develop appropriate programs and services to increase student retention including new student orientation, academic advising and learning support services;
- To oversee all student discipline issues and when appropriate assign them to the KIMEP

- Discipline committee;
- Oversee student and faculty housing;
- To develop a robust residence life program, creating an on-campus residence program that supports the university;
- To oversee the programs related to international students attending KIMEP and to assist students wanting to do an academic exchange overseas.
- Supervise the career center in the overall preparation of students to apply and find jobs upon completion of their academic studies at KIMEP;
- To prepare written reports on performance outcomes of the Student Affairs;
- To develop annual budget requests and monitor auxiliary accounts;
- To serve as an advocate for student and student concerns; work cooperatively with university legal counsel regarding student legal issues and student judicial cases as needed;
- Strategic planning and development of career and employment services' activities
- Managing the Department of International Academic Mobility
- Other work or responsibilities may be assigned to the P&GDP, VPAA or by the President.

**Minimum qualifications:**

MA or MS in Higher Education Administration, Psychology, Counseling or related field. Minimum of 5 years of experience in senior positions in higher education institutes working closely with students and having, proficiency in English and Russian.

**Preferred qualifications:** Proficiency in Kazakh language.

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**KIMEP University**

KIMEP University is the leading American-style, internationally-accredited, English-speaking academic institution in the Commonwealth of Independent States. It provides a world-class academic experience and a unique international environment to all its students and faculty members. KIMEP University was established in 1992 and has built a very strong regional reputation as a leading provider of higher education. All graduate and undergraduate programs are accredited by at least one recognized international accreditation agency. Academic programs are regularly rated at the top of national rankings.

**Almaty, Kazakhstan**

The city of Almaty is situated at the base of the majestic Tian Shan Mountains in Southeast Kazakhstan. About two million people live in or near Almaty, which is the financial, cultural and cosmopolitan capital of Kazakhstan with outstanding summer and winter sports facilities. Kazakhstan is located at the heart of Eurasia with important commercial inroads bridging Asia and Europe. As part of the Silk Road of the 21<sup>st</sup> century, Kazakhstan offers a unique perspective: as an emerging economy with a dynamically changing social, educational and cultural environment, it provides particular opportunities for original research.

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**Compensation**

Rank and salary are competitive and commensurate with experience and qualifications. Compensation after tax compares favorably with net salaries in western countries.

Limited on-campus housing is available to rent or, alternatively, help is provided in finding off campus housing. The benefit package includes basic healthcare insurance, reduced tuition rates for KIMEP courses and a relocation allowance. Research-based teaching reductions are available. New faculty members are provided with a reduced teaching schedule for the first semester. Paid summer teaching is typically available.

The salary will be subject to personal income tax at a flat rate of 10% as required by law.

#### **Application Process:**

Please submit your application and the following documents **directly** to the KIMEP University **HR Portal (via apply button)**: <https://hr.kimep.kz/en-US/Home/Vacancy/569>

- Cover letter
- **Full CV**

#### **Closing dates for submission of applications:**

The position remains open until filled.

*Personal data provided by applicants will be kept confidential and used for recruitment purpose only.*

Only shortlisted candidates will be informed and invited for interviews.

Address any related questions to our HR Officer: [recruitment@kimep.kz](mailto:recruitment@kimep.kz)

Contact Person:

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