**Job Description**

**Job title:**  
Head of Student Learning & Educational Development (full-time)  
Starting Date: As soon as possible – January 2016 at the latest

**About Vesalius College**  
Vesalius College, based in Brussels, the Capital of Europe, offers 3-year Bachelor programmes in Business, Communications, International & European Law and International Affairs as well as the Certificate Programme in European Peace & Security Studies and the Executive Course in Global Risk Analysis and Crisis Management, all taught in English. Founded in 1987 by the Vrije Universiteit Brussel (VUB) and Boston University, Vesalius College offers American-style education that includes small classes, high teacher/student ratios and participatory classroom experiences. The College has a highly international student and faculty body and promotes both conceptual and policy-oriented learning with strong links to Brussels’ business, legal, media and policymaking communities.

**Job purpose**  
The Head of Student Learning & Educational Development (SL&ED) will be responsible for the academic development, support and academic advising of the College’s undergraduate students and will, in close cooperation with the Dean’s Office and the College’s Academic Quality Committee (AQC) devise and implement core initiatives for faculty development in the area of innovative teaching. S/he will act as the key administrative point of contact related to students’ course selections and their academic progression throughout the degree and acts as a core link between the Dean’s Office, the Head of Academic Administration and the Academic Quality Committee (AQC). In addition, the postholder will represent the College at international teaching conferences and workshops and will support the College’s recruitment and admissions office. In the case of an appropriate academic profile s/he will also be invited to teach one course in the College’s interdisciplinary/academic skills curriculum.

The Head of Student Learning & Educational Development reports directly to the Dean of Vesalius College, works in close cooperation with the Associate Dean for Teaching, the academic Heads of Department, is a member of the Student Academic Standing Committee (SASC) and attends the College’s Academic Quality Committee (AQC).

**Main duties and responsibilities**

1. **Student Learning**
   - Manage, oversee and implement the academic advising procedures of the College’s undergraduate student body (including course selection, monitoring academic progress and closely following-up on issues related to students’ academic standing)
   - Work closely with the Head of Academic Administration and Admissions office related to incoming students’ transfer credits
   - Liaise closely with the Student Support Assistant and the College’s counselor regarding students with special needs
   - Prepare and monitor information and statistics relevant to student learning and academic progress
• Liaise closely with the Student Government, the Academic Quality Committee and the Dean regarding feed-back and suggestions for improvement of ‘the entire educational experience’
• Initiate and organize workshops and educational opportunities related to current international research findings on student learning

2. Educational Development for Faculty

• In close cooperation with the Dean, Associate Dean for Teaching, the Academic Quality Committee (AQC) and the Steering Committee, devise and organize training workshops for faculty development (including innovative and effective teaching workshops for new and existing faculty)
• Participate in faculty peer-review, in close cooperation with the Dean, Associate Dean for Teaching, AQC and Heads of Departments
• Attend and represent the College regularly at international conferences and workshops related to higher education teaching, learning and best practices in students’ educational development
• Attend meetings of the Academic Quality Committee and Student Academic Standing Committee

3. Other Tasks

• Collaborate closely with the Department of International Programs, Projects and Outreach and Admission office with respect to recruitment activities and new academic initiatives
• Contribute to the College Newsletter and promotional publications (including website) on issues related to student learning and educational development of faculty
• Other duties as assigned by the Dean

Required skills and qualifications:

• At least a Master’s degree, but PhD strongly preferred
• Min. 3 years of university experience in an academic and/or administrative role (with preference to candidates with both academic and administrative experience)
• Min. 2 years of teaching experience at university-level desirable
• Min. 2 years experience with student management and development
• Strong evidence of experience and expertise in international higher education
• Experience in devising and leading seminars in a highly international environment
• Excellent proficiency in oral and written English with French/Dutch considered an advantage
• Excellent verbal and written communication skills – communication for marketing desirable
• A strong sense of cultural awareness and the ability to work with people from different nationalities
• Proficiency with MS Office, Excel, CMS (WordPress), Social Media
• Outgoing personality, self-starter, energetic and pro-active
• Applicants should have the legal right to live and work in Belgium.

Terms
The salary range for this position depends on the candidate’s level of experience. Benefits include holiday allowance, end-of year bonus, hospitalisation insurance, public transport coverage, and a green campus with sports and restaurant facilities. For more information about Vesalius College, please visit www.vesalius.edu. Starting Date: 1st January 2016 or earlier, if possible.

How to apply?
To apply, send your CV, a letter of motivation and two letters of recommendation by 2 October 2015 to Louise Bond, Dean’s Assistant; E-mail: lbond@vub.ac.be. Interviews with selected candidates will take place from 19 – 23 October.