



## ROBERT COLLEGE

ISTANBUL, TURKEY

### ROBERT COLLEGE is seeking a full-time ASSISTANT DEAN of Student Activities

#### Candidates should have:

- University degree in Administrative Studies
- Minimum 5 years of experience preferably at schools / multicultural environments
- Have excellent written and verbal communication skills in English and Turkish
- Superior interpersonal, communication, writing and organizational skills
- Demonstrated professional and personal integrity
- Ability to set professional boundaries collaborating with constituents within these boundaries
- Good problem solving skills
- Excellent organizational skills with particular ability to multi-task and prioritize work
- Ability to handle sensitive and confidential matters with appropriate discretion
- Proficiency in basic data management systems and basic computer applications (i.e. Word, Excel, Power Point); willingness and ability to learn additional applications as needed

#### The position mainly involves;

- A) Maintaining Clubs/ Teams/ Initiatives Program (CTI)
  - Prepares and assists in preparing all CTI documents and the sign-up process.
  - Communicates with CTI advisors regarding club proposals, student selection process, creating rosters, venue arrangements, reservations and all other requirements.
  - Creates, collects and files the club constitutions and annual, and the year-end reports.
- B) Hiring, Coordination and Communication w/ Outside Instructors
  - Communicates with outside instructors how to set-up and implement their CTIs.
  - Coordinates hiring procedures w/ HR and Turkish Director's Office.
  - Coordinates logistical/operational needs of their CTIs.
  - Guides instructors regarding school's internal procedures and calendars.
  - Organizes informative meetings/seminars in the beginning of the academic year.
- C) Reporting for MEB and related departments as needed.
- D) Attendance
  - Endures attendance system is set for CTIs.
  - Maintains, tracks, and follows-up attendance of all CTIs.

## E) Assists Dean of Student Activities

- Drafts policy, checklists, protocols and procedures, as needed.
- Prepares budgets (Clubs, Interschool Athletics, Residential Life Activities, RC Theater, Student Travel).
- Assists in organizing all on-campus events / residential life activities / local, national and international trips.
- Maintains Ultimate and online Activities Calendar.

## F) Communication

- Informs the RC community of any developments related to the Student Activities Office.
- Acts as liaison between faculty & staff, students and parents regarding Student Activities related matters.
- Retains contact with third parties outside the school when needed.
- Coordinates / guides communication between publishers and RC publication clubs.
- Ensures that pertinent CTI advisors receive official documents, invitations, e-mails, notices.

Interested applicants who meet the qualifications may complete the online ***application form for non-academic positions*** and send it to ***rchr@robcok.k12.tr*** by July 10, 2024 including the contact details for at least three professional references.

***\*Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***