

Academic Resources Coordinator



Ref: 112500

The Rwanda Institute for Conservation Agriculture (RICA) is a unique and innovative English language undergraduate institution dedicated to preparing the next generation of agricultural leaders of Rwanda and East Africa. Students at RICA will engage in curricular and co-curricular learning opportunities emphasizing Conservation Agriculture and One Health principles, oral and written communication, leadership, and entrepreneurship.

In an experiential learning environment, students will develop the knowledge and experience necessary for a wide range of careers in agriculture. Students at RICA will experience the six Enterprises including Beef Cattle and Small Ruminants, Dairy, Poultry and Swine, Row and Forage Crops, Vegetable and Tree Crops, Irrigation and Mechanization. Communication, One Health Systems Thinking, and Entrepreneurship are woven throughout the curriculum. All RICA graduates will be innovative problem solvers able to operate farms and ranches, start agribusinesses, assume management roles in cooperatives, NGOs, and other agricultural enterprises, serve their communities as extension agents and technical and policy experts, or assume positions of agricultural leadership in Rwanda.

DESCRIPTION

We are seeking an Academic Resources Coordinator (ARC) to join our world-class team of educators and researchers. This role involves direct collaboration with faculty and academic departments and other student support services. The ARC will in collaboration with RICA faculty, and the RICA Academic Support Coordinator (ASC), manage and coordinate the provision of diverse academic resources to students as well as support the ASC in identifying students with special tutoring needs and supplemental instruction.

RESPONSIBILITIES

- Manage educational materials and resources for RICA students and academic staff
- Ensure that teaching and learning resources and supplies are available to students and staff and managed efficiently.

- Work with students to ensure they achieve academic success by providing them with all requisite academic as well as support and encourage students to become self-directed in their education at RICA.
- Work with students, faculty and tutorial assistants to ensure students with academic difficulties are identified and supported in a timely manner
- Help invigilators with room set up for examinations and invigilate examinations when required
- Assist in the induction and orientation of students
- The ARC job title does not define or limit related duties and responsibilities and the individual may be required to carry out other work within their abilities from time to time at the request of the line supervisor.

MINIMUM QUALIFICATIONS

- Bachelor's degree in education, social sciences, administration, or similar qualifications.
- Experience in higher education setting
- Excellent interpersonal, oral, written, analytical and problem-solving skills.
- Able to work independently and under time constraints.

PREFERRED QUALIFICATIONS

- Experience of at least 3 three years in academic affairs management
- Ability to prioritize a busy workload to meet deadlines and targets
- Knowledge of the relevant university legislation, policies procedures and systems.

BENEFITS OF JOINING THE RICA TEAM

Founding staff at RICA will be part of creating something unique in the world. While working with other world-class educators and researchers, you will transform agriculture in Rwanda and East Africa for a conservation-minded and food-secure future. RICA staff will also enjoy an internationally competitive salary commensurate with the applicant's background, a relocation allowance, on-campus staff housing or a housing subsidy, and an on-campus meal plan.

HOW TO APPLY

- Submit the following documents in English to careers@rica.rw . Please include the reference number for this position (Ref: **112500**) in the subject line of the email.
- Cover Letter summarizing intent and suitability for the position.
- A resume or CV.
- Official degree certificate for highest degree obtained.
- List of recommenders with contact information.

Applications are open until the position is filled.

Website

<https://www.rica.rw/>

Approved

A handwritten signature in black ink, appearing to read "Richard B. Ferguson". The signature is written in a cursive style with a large initial 'R' and 'F'.

Date: May 29, 2019