



St. John's College VACANCIES



Applications are invited to fill the following full-time positions:

Minimum of a Bachelor's Degree in the relevant field:

- 1) **Business & Economics**
- 2) **Psychology**
- 3) **Mathematics/Physics**
- 4) **Mathematics/Chemistry**
- 5) **Computer Networking/Programming**

Remuneration: In accordance with Pay Scale approved by the Ministry of Education.

Minimum of a Master's or Doctoral Degree in the relevant field:

- 6) **Business/Organisational Leadership**
- 7) **Psychology**
- 8) **Criminology**
- 9) **Computer Science/Cyber Security**

Remuneration: In accordance with Pay Scale approved by the College.

Qualifications:

- Formal teacher-training and/or years of teaching or experience in the subject area.
- Commitment to the mission of St. John's College as a Catholic, Jesuit Belizean institution.

10) Assistant Dean for Academic Affairs

Responsibilities:

- Actively promote a culture of academic excellence through leadership in academic planning, faculty professional development and learning support services as well as through assistance with recruitment, enrolment, and the management of student information.
- Articulate an academic vision and establish the academic agenda of the future.
- Set a context for the various academic departments, programs, and services within a broad and coherent institutional framework.
- Work closely with the Dean, Associate Dean for Student Services, academic chairpersons, faculty, staff, and students to bring life to the vision and mission of the College.

Qualifications/Requirements

- Minimum of a Master's or Doctoral Degree in Educational Leadership or other related field.
- At least five years' experience as an administrator.
- Strong commitment to the mission of St. John's College as a Catholic, Jesuit institution.
- Self-reliant, creative, innovative, proactive, decisive, and enthusiastic.
- High personal and professional standards.
- Accessible and consultative when making decisions.
- Excellent communication and interpersonal skills.
- Leadership and management skills.
- Ability to work as a team member and be effective in professional relationships with others at all levels within the college community.

11) Campus Minister (two)

Responsibilities:

- Identify, develop, and support service learning and sustainable social outreach projects.

- Promote the spiritual and educational growth of the campus community through liturgy, sacraments, and religious instruction.
- Work with administrators, faculty, staff, and students to create community liaisons and develop service project opportunities.

Qualifications/Requirements:

- Minimum of a Bachelor's Degree in Theology, Pastoral Ministry, Religious Education, Christian Spirituality, or related field.
- At least two years' experience working in an educational/service oriented setting.
- Administrative experience with knowledge of curriculum development pertaining to service learning and religious education.
- Experience working in campus ministry, youth ministry or a pastoral setting.
- Knowledge of the guidelines and regulations of the Catholic Church and the Diocese of Belize City and Belmopan.
- Strong communication skills and ability to express self clearly in both oral and written communication.
- Ability to prioritize multiple projects and meet simultaneous deadlines.

12) Counselor

Responsibilities:

- Work under the supervision of the Dean to provide counseling services for students in all college division.
- Coordinate counseling programs for parents, community, and staff in the area of educational responsibilities, student performance, personal, family and social relationships, and parental education.
- Supervise assigned programs to monitor performance and achieve overall curriculum objectives.

Qualifications/Requirements:

- Minimum of a Master's degree in Counseling from an accredited institution is preferred; a Bachelor's degree in Psychology or Social Work will be considered.
- At least one year's experience in school counselling would be an asset.
- Sound knowledge of developmental processes in students; counseling techniques to facilitate problem solving and decision making; interpersonal communication techniques and behavioural management techniques.
- Familiar with the school curriculum.
- Able to function within legal and ethical constraints of the counseling profession.
- Self-reliant, creative, innovative, proactive, decisive, and enthusiastic.
- Strong commitment to mission, quality, and service to students.
- Excellent interpersonal and communications skills.
- High personal and professional standards.
- Computer literate.
- Ability to provide leadership, work as a team member and be effective in relationships with others at all levels within the College.

Successful applicants will be expected to participate in orientation programmes and in SJC's continuous formation in accordance with the mission and goals of the College and the Catholic, Jesuit education.

Applications are due **Friday, 16th June 2023**

Applications are available at the Office of the President or online at www.sjc.edu.bz.

Send or deliver completed application form along with cover letter, M.O.E medical & drug test, police record, two recent references, official sealed transcript, certified copy of highest degree, certified copy of birth certificate or passport page, and certified copy of social security card to:

**Human Resources
St. John's College
P.O. Box 548
Belize City, Belize C.A.
E-mail: hr@sjc.edu.bz**