

1. College Dean

Duties and responsibilities:

- The dean is the chief executive of the college.
- Prepares strategic plan of the college and determines the priorities of the college in light of academic excellence
- Develops projects that enhance collaboration and linkage with other organizations
- Monitors the implementation of different guidelines and policies developed for academic, research and student affairs
- Plans, organizes and offers periodic and continuous training programmes that increase the professional efficiency and effectiveness of the college staff
- Monitors efficient and effective use of resources at college level
- Communicates the necessary offices on the opening and closing of new programs and departments/programs
- Prepares the annual budget of the college with administrative team and other office heads/leaders, and controls the proper utilization of the budget of the college.
- Ensures the quality of education, research and services provided at college level
- Represents the college in all matters dealing with the third parties
- Chairs the college academic commission
- Prepares and implements rules and regulation governing the college

Accountability: to the Vice President for Academic, Research and Student Affairs

2. V/Dean of a College

The V/Dean of a college is responsible to the Dean of the College and serves as a member of the College Executive Committee as well as College AC.

Roles and Responsibilities of the V/Dean

- To provide support to student academic affairs, including admissions, advising, recruitment and affirmative action, curriculum, peer-learning, and scholastic standards,

- To oversee (i) teaching and learning strategies and (ii) quality management and enhancement at college level and in departments across the college,
- To advise on academic matters (strategic developments, research initiatives and research funding for departments in the college.
- To establish and chair College Research Board.
- To liaise with departments on the preparation of departmental strategic plans and to produce a college strategic plan based on input from heads of departments in the college, drawing on the University's Strategic Plan.
- To advise on cases for academic promotions from their departments and present cases to the College Academic Commission.
- To liaise with departments and college registrar on admissions and on student academic matters.
- To oversee examination matters at College level
- To oversee college library services and library resources
- To co-ordinate college level IT and other matters relating to education and information support.
- To participate in the strategic management of the college as a member of the College AC.
- To coordinate and evaluate all professional programs in the College, including the under graduate and post graduate programmes as well as CBE
- Responsible for assessing student learning and curricular effectiveness, college productivity including teaching, scholarly activity, research, and service, alumni relations, CBE and the professional experience program
- To delegate the college dean in his/her absence
- To advise the Dean of the College accordingly.

Accountability: the V/Dean reports to the Dean of the college

3. **College Coordinator for Office of Student Affairs**

Duties and responsibilities

- develops and monitors strategic/annual plan and different guidelines related to student services in the college
- Ensures that all academic programs of the college are properly announced and prospective clients/students get enough information;
- Ensures that all cashes transactions related to students recruitment and other services are settled;
- Ensures and/or assists that service agreements are properly signed;
- Ensures that students are well oriented and get registered;
- Ensures the proper provision of academic advisory services to students;

- Ensures that student records are properly administered;
- Ensures and supports graduation approval,
- Assists students to get affordable, clean dormitory and cafeteria services (in collaboration with building/cafeteria managers and private suppliers);
- Ensures that existing student buildings/halls properly administered (in collaboration with student union);
- Ensures that students get proper counseling, health care and treatment, and ambulance services (in collaboration with directors of students' services and the hospital);
- Ensures that proper sports, cultural and recreational logistics are accessible to students (in collaboration with concerned offices)
- Provides appropriate support to student organizations and clubs;
- Prepares class and exam schedules and communicate to respective offices
- Assists in processing & replying to enquiries on admission, readmission, advance standing and transfer cases.
- Submits the list of applicants along with their documents to the student Registry and Record Management Office for admission, registration and scheduling.
- Arranges the preparation and issuance of ID cards to admitted students.
- Maintains files for admitted students in the Regular and Continuing Education Programmes.
- Receives copies of official and final grade reports from departments, and updates student records, compute grade point average and prepare student status.
- Ensures that documents for admission, grades, clearances, etc of each student are compiled properly and transferred to the main registrar for the necessary information & documentation;
- Prepares and issue transfer, withdrawal, re-grading, etc. request forms upon request.
- Maintains accurate and up-to-date inventory of classrooms, lecture halls, laboratories of the college and their utilization.
- Ensures that student grade complaints are resolved per the rules and regulations
- Continuously up–date student files.

Accountability: to the college dean

4. **Department /School Head**

Duties and responsibilities of the department/school head:

- Responsible for all matters concerning his/her department/school pursuant to the University policies, rules and regulations;
- Approves semester grades/status of students under the department/school with college record management professional and record keepers
- Plans and coordinates the graduate programme and CBE activities of the department/school.
- Plans and coordinates the academic and research activities within the department/school
- Maintains the quality of education, research and services provided in the department/school.
- Chair of the Department/school and Graduate studies meeting

- Prepares annual plan of the department with his/her staff.
- Controls the proper use of the budget, resources, facilities etc, of the department/school.
- Represents the department in all matter dealing with the third parties
- Make links to sister departments in institutions at national or international level
- Assign course teams and course team leaders
- Performs other duties entrusted to him/her by the college dean

Accountability: to the Dean of the College

5. Gender Focal Person

Duties and responsibilities

- Organize, monitor and evaluate the tutorial support and the remedial action program of the respective college
- Arrange training and panel discussions to female students in their college
- Organize capacity building initiatives to female students
- Give training on Gender and gender related issues to female students by consulting the Director of Women's Affairs Office
- Give Guidance and counselling to female students
- Identify economically needy female students and report to the Director of Women's Affairs Office
- Fight sexual harassment and gender bias in general in her respective college
- Identify and handle the problem of female students
- Solve academic issues raised by female students in collaboration with concerned bodies
- Organize female instructors of the college and work together concerning female students' issues.
- Identify female students with high potential and creative mind and report to the Director of Women's Affairs Office
- Collect female students grade from the registrar every semester and counsel those with low grade
- Report high achiever female students at the end of every academic year to the director of women's affair office
- Discuss with the college dean and award high achiever female students in their respective college
- Celebrate March 8 in collaboration with the Director of Women's Affairs Office as well as with the Female Student's association.
- Produce report to the Director of Women's Affairs Office

Accountability: to the Director of woman's affairs

6. College Coordinator of Office of Student Affairs

Duties and responsibilities

- develops and monitors strategic/annual plan and different guidelines related to student services in the college
- Ensures that all academic programs of the college are properly announced and prospective clients/students get enough information;

- Ensures that all cashes transactions related to students recruitment and other services are settled;
- Ensures and/or assists that service agreements are properly signed;
- Ensures that students are well oriented and get registered;
- Ensures the proper provision of academic advisory services to students;
- Ensures that student records are properly administered;
- Ensures and supports graduation approval,
- Assists students to get affordable, clean dormitory and cafeteria services (in collaboration with building/cafeteria managers and private suppliers);
- Ensures that existing student buildings/halls properly administered (in collaboration with student union);
- Ensures that students get proper counseling, health care and treatment, and ambulance services (in collaboration with directors of students' services and the hospital);
- Ensures that proper sports, cultural and recreational logistics are accessible to students (in collaboration with concerned offices)
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- Ensures that documents for admission, grades, clearances, etc of each student are compiled properly and transferred to the main registrar for the necessary information & documentation;
- Prepares and issue transfer, withdrawal, re-grading, etc. request forms upon request.
- Maintains accurate and up-to-date inventory of classrooms, lecture halls, laboratories of the college and their utilization.
- Ensures that student grade complaints are resolved per the rules and regulations
- Continuously up–date student files.

Accountability: to the college dean

7. ACADEMIC QUALITY ASSURANCE COORDINATOR

Duties & Responsibilities

1 Academic Remedial Action Related Responsibilities:

- Prepares guidelines for student remedial actions and associated business plans

- Organizes and participates in student and academic staff orientations regarding remedial activities in the college
- Receives student applications and course teams through the respective department regarding the kind and level of remedial actions
- Assesses and identifies remedial action to be taken based on continuous assessment results of the student and categorizes applicants based on their gaps
- Organizes the preparation of a remedial programme package according to the report from the respective department (arranges instructors/tutors for the specific course/s, or skills)
- Organizes tutorial classes for female students in collaboration with the Office of Gender Affairs Director of Jimma University
- Ascertain continuous assessment as per the timeframe in collaboration with departments
- Follows up on the progress of continuous assessment for remedial programme classes.
- Assures that decisions on the student progress are made by course teams and/or departments as per the guideline.
- Follows up the progress of the students who haven't taken remedial action
- Ensures that all financial matters of remedial programme including payments of fees are settled.
- Ensures proper provision of academic advisory services to students by their respective departments
- Collects feedback on effectiveness of remedial interventions to better plan and help minimize student attrition rate
- Reports on and publishes results/outcomes of remedial programs

2 Quality Assurance Related:

- Ensures the continued focus and practice of discussion on the processes of teaching, learning and assessment between the head and students representatives' (once every two weeks); and Ensures the continued focus and practice of discussion on the processes of teaching, learning and assessment between the Dean and/or the Academic Remedial Action and Quality Assurance coordinator (once every two months).
- Provides orientation for students placed in Academic Remedial program.
- Holds a review discussion with students who participated in the Academic Remedial program.
- Facilitates a discussion forum for academic staff of the college with the dean, APQA director, Senior Director for CBE, Research and Postgraduate Study, Senior Director for Students' Affairs, Director for registry, Vice President for Academics, Research and Students' Affairs, Vice president for Administration and Development once every semester.
- Facilitates a discussion forum for student's representative from the college /Institute with the college dean, APQA director or Vice President for Academic, Research and Students Affairs, dean of students' services, and director for registry once in a semester.
- Assists department /college in developing standards for academics, research, learning centres such as classrooms, laboratories, libraries, etc.
- Assists in establishing central examination data base. Sample exams for each course will be collected at the end of each semester.
- Oversees the functioning of the examination committee and team charters' activities at the department level.
- Assists in developing policies and the instruments for quality assurance of academic programs.
- Actively involves in university and college level internal and external quality assessment/audit activities
- Assists in developing and reviewing examination policies and ensure their proper implementation
- Proposes the improvement plan based on quality assessment results in collaboration with departments/

colleges/APQA office.

- Is the point of contact for students' complaints regarding teaching / learning and/or assessments
- Participates in the orientation for newly employed instructors
- Reports any shortcomings directly and frankly to the dean of the college and if needed to the APQA office
- Reports results of Quality assurance activities to the departments, dean and APQA office.
- Ensures the college maintains the best academic programs

Accountability: to the college dean

8. **Coordinator of Continuing & Distance Education**

Duties and responsibilities

- Organizes, coordinates, and administers the Office of the Distance and Continuing Education programs of the college.
- Assesses whether the continuation of existing continuing, distance and short term programs are in line with the region's and country's needs,
- Periodically reviews of future programs and developments within the scope of continuing and distance education program of the college,
- Seeks appropriate ways and means to enable the distance and continuing education programs to become self-supporting by charging appropriate tuition and service fees,
- Works with the Quality control & audit unit in ensuring the courses offered in the continuing education program are in accordance with academic standards set by colleges for the regular full-time-day program,
- Based on need assessment, encourages the introduction and development of distance education through correspondence and other means,
- Assures that distance and continuing education programs incomes and expenses are handled/ treated according to the financial regulations of the University.
- Prepares and submits annual academic, administration and financial report to the dean office.
- Coordinates the teaching learning process in collaboration with the respective departments and assess the proper implementation of the educational rules and regulations of the University.
- Advise CDE student on academic and administrative matters with concerned offices
- Handles files, statistics and records related to CDE activity and students

Accountability: to the college dean

9. **College Coordinator of Research & Graduate Studies**

Duties and responsibilities:

- Ensures that researches are need based and linked to academics and development
- Manages field research sites, ensures the effective and efficient use of research funds and timeliness of research projects.
- Represents the college in matters related to research

- Ensures mobilization of resources at college level for research activities
- Takes administrative actions based on the report of monitoring unit
- Reports monthly to the dean and the senior director for Research, Graduate Studies and CBE.
- Facilitates the dissemination of research outputs (Knowledge and technology) of staff, graduate and under graduate students of the college in collaboration with the Publication and Extension Director.
- Works closely with Publication and Extension Director to develop a system that ensures institutionalization of research outputs of the academic staff.
- Coordinate the activities of Editorial boards and coaches and coordinates the review board
- Organizes journal clubs and ensures the attendance and participation of academic staff on journal clubs.
- Organizes public defence of proposals
- Organizes stakeholders meeting to prioritize research areas of the college
- Solicits training opportunities for the staff
- Delivers training on software application, research methods and avails soft wares and training materials.
- Develops, manages and updates research data base (Repository)from field research centres
- Coordinates the use of earmarked vehicles, field research centres and other research inputs.
- Monitoring data collection process at the field level or in the lab and the progress of the research project
- Develops data use protocol/ guideline including commercialization of data
- Looking for external funding sources and networking for research collaboration
- Coordinate all the graduate related activities at college level
- Prepare annual plan regarding graduate studies

Accountability- College dean

Requirements/qualification – MA/MSc and above

10. **College ICT & e-learning Coordinator**

Duties and responsibilities of the coordinator

- Setting up, configuring and administering Microsoft SQL Server and Microsoft Windows 2003 Server
 - Monitors ,takes backups, and recovers the college ICT management system data base
 - Setting up and configuring the various components of the college ICT management system
 - Serves as contact for questions regarding the college database and applications by the University community
 - Maintains users list and access privileges according to the security rules set for the system
 - Produces periodical action audit reports on the activities performed on the college ICT system
 - Communicates with the developer (Cyber soft plc.) for guidance, instructions and /or updates
 - Organizes and conducts periodic trainings for new users of the software System and gives refreshment trainings on updates
 - Supervise and support staff that help administer the college ICT
 - Provide on spot support for users of college ICT

- Monitors and updates antivirus and security patches on the work stations of the users of the College ICT
- Troubleshoots network problems of the users of the college ICT in collaboration with the University's network administration team
- Plan and follow-up in the procurement of ICT equipment for the college.
- Developing policies and strategies that enable further develop the unit.
- Perform data migration i.e. from one database platform to the college ICT and management system database

11. Head of CBE & Partnership Management Unit

Duties and responsibilities

- Prepares strategic as well as annual plan regarding CBE and Partnership Management Unit of the College
- Coordinates all the CBE activities at college level in collaboration with other relevant bodies
- Manages CBTP, TTP /DTTP and SRP endeavours at college level
- Ensures the proper assessment of students in CBE
- Ensures the inclusion of CBE course in the curriculum at college level
- Assists in revising and updating guidelines and manuals for CBE with concerned bodies
- Coordinates various offices of the college and identify areas of partnership, develop projects and search for collaborators.
- Seeks for partners and establish linkage and collaboration in areas of academic, research and community services of the college in consultation with concerned bodies.
- Submit quarterly and annual report to the dean and other relevant offices.
- In consultation with relevant offices, prepares induction training and national workshops in CBE
- Assists in soliciting funds, mobilize resources and engage students in addressing societal and felt needs of the community
- Prepares/coordinates seminars/workshops regarding CBE and Partnership Mgt. unit.

Accountability: Dean of the college

12. Head of Student Services

The office of a coordinator of student services is generally responsible for serving as a point of information for students and responding to students' needs.

Duties and Responsibilities

- plans and directs college activities related to student services and campus life;

- Manages departments/offices that provide student and college-wide support services: Campus Safety & Security, Student Health Center, Student Counselling Center, Student Union, Food Services, Major social events, Student Housing and Disciplinary Affairs.
- Works with the Student Affairs staff, student groups and other members of the College community in developing extracurricular programmes assuring integration with the academic life of the institution and encouraging student personal growth and development.
- Helps establish a student culture where unity in diversity is encouraged and where students learn to respect differences, take responsibility for their actions, and exercise leadership.
- Provides leadership in and is responsible for the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to alcohol and drug usage, student conduct and student residences.
- Develops and coordinates policies and procedures related to all student activities; oversees annual production of Student Handbook and other documents.
- Administers the policies and regulations of the College as they pertain to students, including internal College judicial and disciplinary procedures.
- Carries out other relevant tasks entrusted to him/her by the College Dean.

Reporting: to the College Dean

13. *Coordinator for Office of Student Affairs*

Duties and responsibilities

- develops and monitors strategic/annual plan and different guidelines related to student services in the Institute
- Ensures that all academic programs of the Institute are properly announced and prospective clients/students get enough information;
- Ensures that all cashes transactions related to students recruitment and other services are settled;
- Ensures and/or assists that service agreements are properly signed;
- Ensures that students are well oriented and get registered;
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- Continuously up-date student files.

Accountability: to the college dean