

Open Position

Vice President for Student Services

The Adventist International Institute of Advanced Studies (AIAS) is seeking an individual to serve full-time as the Vice President for Student Services

Responsibility Overview:

The Vice President for Student Services (VPSS) represents the President in matters pertaining to student life and student support services of the institution, including the wellbeing of those living in student residences, student life policies, and oversight of the AIAS scholarship program. He/she leads in planning, formulating, directing and implementation of policies contributing to the harmonious and effective spiritual nurture and development of students to fulfill the mission and objectives of the institution, as supported by the chaplain's office. The VPSS also oversees the clinic, immigration services, and counseling services of AIAS.

Key Responsibilities and Duties:

1. Supports and implements the mission, goals and policies of the Seventh-day Adventist Church and of AIAS.
2. Acts as the main line of communication between students and the administration and advises the president on matters pertaining to Student Services.
3. Actively participates in and leads committees as assigned.
4. Works with his/her staff and the finance office in preparing the VPSS budget.
5. Conducts interviews, recommends for hire, trains, supervises, manages and evaluates departmental staff according to employment policies.
6. Monitors the collection of Student Life data and the maintenance of Student Life records.
7. Leads in developing and implementing policies related to the VPSS function.
8. Establishes guidelines for student programs and publications.
9. Organizes and conducts orientation programs for new students.
10. Counsels and prays for students who have personal concerns and provides those who are struggling with administrative and personal guidance.
11. Assists with student-led spiritual programs of the school, such as Weeks of Prayer, chapel and outreach programs.
12. Coordinates and attends social programs for students that promote camaraderie, closer relationships between students and the whole AIAS community (e.g. social nights, sport activities, cultural programs, outings, mission trips and field trips).
13. Works closely with the administration and the associate counselor in assisting students with behavioral challenges.
14. Implements committee actions with regard to student housing assignments, student aid, and scholarship grants.
15. Oversees the immigration service of AIAS to ensure the safe and legal stay of foreign students and employees in the host country and assists students in connecting with expertise for legal problems.
16. Oversees the gymnasium operations for safety and consistency with Adventist values.
17. Coordinates dialogues between students and administration for issues that concern students.
18. Oversees the annual publication of the Student Handbook and Yearbook.

19. Oversees and participates in the Student Association activities and monitors the Student Association Lounge policies and operations.
20. Oversees student career guidance and placement functions.
21. Works with Director of Admissions and Records to supply identification cards to students.
22. Develops and monitors policies relative to helpers for the residential students, to provide guidance for their well-being and fair treatment.
23. Other work or functions as maybe assigned by the President.

Required Qualifications and Skills:

1. Is a member of the Seventh-day Adventist Church in good standing, noted for genuine spiritual life, and actively modeling the Adventist lifestyle.
2. Has an earned Master's Degree.
3. Relates well with colleagues and students.
4. Guards the confidentiality of sensitive or privileged information.
5. Possesses good English Communication skills.
6. Has experience working in international environments.
7. Is able to work with people from a variety of cultures and ethnic backgrounds in an international setting.
8. Is computer literate, able to use a variety of technologies in the work setting.
9. Has the character, experience, and profile consistent with a senior administrator.
10. Possesses the administrative skills to deal with difficult people and issues.
11. Have advising skills for student guidance.
12. Able to chair committees in a democratic and productive manner.
13. Has financial skills to manage budget, oversee Student Association management of finances, and manage the scholarships program of the institution.
14. Demonstrates excellent organizational skills; can manage complexity and variety in areas of oversight.
15. Leads without favoritism or conflict of interest.

Preferred Qualifications and Skills:

1. Has an earned Doctoral Degree.
2. Has past experience at AIIAS as student or employee.
3. Is confident and articulate.
4. Possesses excellent English communication skills.
5. Is willing to make a long-term commitment to work at AIIAS.

Required Work Experience

1. Has experience working with students, especially tertiary and graduate students.
2. Has worked collaboratively as a member of a leadership team.

Preferred Work Experience:

1. Has work experience in Student Services.
2. Has experience as a Student Association leader.

Remuneration:

Remuneration will be according to the denominational wage scale at AIIAS, considering educational qualifications, professional experience, and years of service.

Classification: International Service Employee (ISE)

Available: February 1, 2026 or as soon as possible thereafter

Application Process:

Please email your application letter and current Curriculum Vitae with 3 references to Human Resources Department at recruitment@aiias.edu. Applications received by August 31, 2025 will receive full consideration or until the position is filled.