

School of Hospitality & Tourism Skills

Job Description – Principal

Job Title:

Principal – School Hospitality & Tourism Skills

Reporting to:

The Principal, School of Hospitality & Tourism Skills will be directly reporting to the President of the University.

Job Overview:

The Principal leads and manages the instructional program and oversees the operations and staff of the School of Hospitality & Tourism Skills. He/she creates a safe learning environment and sets performance goals with a practical purpose for both students and teachers and monitors the process to ensure that these goals are met.

The Principal ensures that the School facilities are safe for students/ teachers and also plan for regular maintenance of school grounds and equipment's. He/ She is responsible to design the teaching material and deliver either across a range of modules or within a subject area. The Principal of this school also researches and acquires new materials and resources and establish a network with other organizations and industries.

Roles and Responsibilities:

1. The Principal, School of Hospitality & Tourism Skills shall be responsible and accountable for setting the academic strategy of the School in line with the Trainers and University's strategic plans and directions
2. He/ She should exert efforts on curriculum development and delivery methods, train the trainers, arrange and supervise hospitality related workshops, tools, and other resources for the University
3. He/ She should fulfill the University's responsibilities concerning students in respect of their admission, instruction, progress, and examination
4. Ensure the infrastructure like laboratories, equipment and classrooms are designed to facilitate hands on learning & operational experience.
5. The Principal develops new programs in order to attract new students in this School
6. Work with the steering committee of the school to look for more opportunities in adapting the program to the real market needs
7. Identify a clear teaching schedule and conduct regular class observations

8. He/ She should conduct trainings for the Trainers of the School, monitor Trainers' and students' performances, ensure the maintenance and upgradation of the training equipment's and other tools
9. Control conduct and discipline of the students closely
10. Contribute to University-wide initiatives in order to improve understanding and communication of this school
11. The Principal is required to build up and maintain a network with other organizations like Skill Councils, Hotel and Tourism Industry and other related Industries
12. He/ She should ensure that the HR policies and procedures of the University are implemented in his/ her School
13. Ensure a safe and healthy environment for both Faculty/ Trainers and students, and adhere full compliance with health and safety requirements
14. Prepare budget for the School and comply with the University's financial regulations
15. Ensure all the activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement
16. Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance
17. It is also expected that the Principal will carry functional responsibility for specific agreed cross-functional Faculty areas
18. Present data from School's performance to Board Members
19. Research new resources and techniques to improve teaching
20. Ability to contribute to the achievement of the School Development Plan and the development of other school activities
21. All other responsibilities assigned by higher competent authorities

Requirements/ Qualifications:

- A Ph.D. degree or an equivalent degree in the related branch/school with excellent academic record
- He/ She should have a minimum of 10 years of work experience in hospitality industry and has experience of working as the Head of the School or has teaching experience in this stream in any University

- The Principal should have a very good understanding of the Hospitality and Tourism disciplines
- He/ She should have strong leadership and delegation skills
- The Principal should be a good Communicator. He/ She should be able to communicate a compelling vision that energizes the existing and potential faculty, students, alumni, staff, and other constituencies of the University
- He/ She should have the ability to design, develop, implement, and evaluate training plans, curricula and methodology
- Hands-on experience with MS Office and education management systems are essential
- The Principal should be able to manage a crisis situation