



ADVENTIST UNIVERSITY ZÜRCHER
PK 135, RN7, BP 325, Sambaina, Antsirabe 110 (Madagascar)

JOB OPENINGS: RECTOR AND VICE-RECTORS

Adventist University Zurcher's Board is currently looking for candidates to fill the **Rector (VC/President)** and **Vice-Rectors** positions for the **2025-2030** period.

Mission

AUZ is an international institution whose mission is to offer higher education in an environment that allows for the harmonious development of physical, mental, and spiritual energies, in accordance with the Christian values advocated by the Seventh-day Adventist Church, with a view to restoring the image of God in man.

Vision

Preparing tomorrow's leaders today.

Our Values

Love of God and neighbor.

Service with excellence.

Respect for humans and creation.

Applicants should consider carefully and prayerfully the requirements of the administrative positions listed in the following pages as well as AUZ's [2024-2034 Strategic Plan](#) and [2025-2030 Spiritual Master Plan](#). Not only professional and academic qualities are expected, but true Christian leadership in order to serve AUZ's community. Compensation will be according to experience and the Adventist salary scale.

Minimum requirements:

- _ Be a Seventh-day Adventist in regular standing with clear spiritual involvement.
- _ Be at least Assistant Professor.
- _ A **PhD (Rector)** or **Master degree (Vice-Rectors)** in one of the disciplines present at AUZ.
- _ Experience in teaching and administration (detailed in the recommendation letters).
- _ Fluency in French and/or English

Additional requirements:

- _ Knowledge of principles of Adventist Education.
- _ Ability to set and follow policies and rules.

Applicants must provide:

- _ Cover letter presenting the applicant's vision to lead AUZ to new heights.
- _ Detailed curriculum vitae.
- _ Three recommendation letters.

Applications must be sent in *.pdf* format to mesmerts@iou.adventist.org.
The deadline to submit applications is **July 31st, 2025**.

Rector

Responsible to: AUZ Board

Direct Supervisor of: Vice-Rector for Academics (VRA), Vice-Rector for Finance (VRF), Vice-Rector for Student Affairs (VRSA), Human Resources Secretary, Public Relations Officer (PRO), Administrative Secretary, IT team.

The Rector is appointed by the Board as the chief executive officer and leader of the University. The Rector's term of office normally extends from one regular session of the IOUC constituency meeting until the Board meets after another. He is responsible for the general direction of its operating units. He represents the institution before the public and presides at public academic occasions. The Rector is executive secretary of the Board and the official representative of the institution to the Board.

The duties and responsibilities of the Rector are as follows:

General:

1. To represent the institution as its official spokesperson to the constituency, to educational groups, to accrediting bodies, government agencies, and to the public in general.
2. To prepare the necessary reports concerning the University and to present these reports to the Board, the constituency, and to other agencies when necessary.
3. To promote the University to the constituency.
4. To make thorough inspection of the University, both buildings and equipment, especially noting things needed for the proper operation of a Seventh-day Adventist institution, in harmony with the high standards set by the denomination.
5. To plan in collaboration with the VRF for major building repairs or alterations.
6. To receive gifts, bequests, and grants in the name of and for the benefit of the University.
7. To assume responsibility for the spiritual activities of UAZ in consultation with the VRSA, chaplain and church pastor
8. To arrange for commencement exercises and other academic convocations in consultation and advice of the VRA.
9. To assist in raising funds for the support of the University.
10. To coordinate the public relations and promotion programs of the University.
11. To review publicity material prior to its release.
12. To serve as spiritual, moral, and intellectual leader of the University.

In Relation to the Board of Directors:

1. To be the custodian of all minutes and papers of the Board.
2. To be in charge of planning for the future of the University.
3. To act as the medium of communication between the Board, the faculty and staff.
4. To prepare and present an annual report to the Board.
5. To make recommendations to the Board in consultation with the appropriate Vice-Rectors regarding: (a) Compensation of faculty and staff. (b) Assignment of rank, continuous appointment, and promotion upon the recommendation of the Academic Committee.
6. To monitor general policy and institutional finance.
7. To work with the VRF in the preparation of the annual budget for the operation of the University and to see that this budget, after approval by the Board, is implemented.
8. To coordinate the extra-curricular activities of the University campus.

In Relation to the Faculty:

1. To lead the faculty in spiritual and academic life.
2. To preside over faculty meetings and supervise the implementation of its policies and regulations.
3. To plan, with the assistance of the VRA, the in-service training program of the University.
4. To be responsible, with the VRA, for commencement exercises.
5. To serve as ex officio member of all faculty committees.
6. To present to the faculty the relevant actions and desires of the Board and the constituency.
7. In consultation with the VRSA, to help guide faculty advisors for all student organizations.
8. To appoint, in consultation with ADCOM, the necessary sub-committees.
9. To maintain cumulative service records for each faculty member, teaching certification and the transcripts/diplomas of academic preparation, and/or full profiles of each faculty member.
10. To inform the faculty of changes in conditions of service.

In Relation to New Staff Members:

1. To provide the new staff member with a description of his/her official position, outlining the duties entailed.
2. To inform the new staff member of financial policies affecting his/her employment and service.
3. To inform the new staff member of the chapel and faculty meeting attendance policy.
4. To inform the new staff member of the need for exemplary attendance at religious services.
5. To explain to new staff members their anticipated role in the social functions sponsored by the administration and faculty.
6. To inform new staff members of the professional code of ethics in the working policy and to inform them that they are expected to function in professional manner.

Vice-Rector for Academics (VRA)

Responsible to: Rector

Direct Supervisor of: Registrar, Librarian, Departmental Chairpersons, Work Education Supervisor

The duties and responsibilities of the VRA are as follows:

In Relation to the University:

1. To administer the academic policies of UAZ.
2. To serve as the officer-in-charge in the absence of the Rector or at such times as the Rector may designate.
3. To conduct in-service educational studies.
4. To prepare the class schedule, teaching assignments in consultation with the departmental chairs and teachers, and to care for the assignment of classrooms.
5. To supervise the scholastic program of UAZ, administering the academic policies.
6. To represent UAZ at such meetings as may be designated by the Rector.
7. To supervise, in consultation with the Rector, the editing of the official Academic Bulletin.
8. To prepare the academic calendar of events for approval by ADCOM.
9. To ensure the academic policies are fully compliant with accrediting boards.

In Relation to the Rector:

1. To assist the Rector in the coordination of the instructional faculties.
2. To consult with the Rector in planning the in-service training of the teaching staff.
3. To report regularly to the Rector regarding the academic work of each teacher.
4. To consult with the Rector in planning for graduation exercises.

In Relation to the Registrar:

1. To counsel with the Registrar concerning the evaluation of transfer credits.
2. To have oversight of the registration procedure, to approve the registration of each student, and with the Registrar, to approve changes in registration.
3. To Chair the Admissions Committee.

In Relation to the Departmental Chairperson:

1. To counsel with the Rector and the Department Chairpersons as to what courses shall be offered each semester, and to arrange with the Chairperson for the teaching of various courses so as to insure proper balance and coordination.
2. To assist faculty in obtaining instructional aids, equipment, and supplies.
3. To promote a high standard of class work by visiting classes when feasible and to counsel with teachers and Chairpersons regarding the work of the faculty.
4. To hold conferences with the Department Chair and teachers for the purpose of encouraging and maintaining the highest standards of instruction, and to keep a record of such visits and conferences.

In Relation to the Faculty:

1. To encourage all faculty to participate in the programs of the University.
2. To direct the program of academic orientation for new faculty appointees.
3. To guide and advise teachers in the matter of student discipline.
4. To acquaint the teachers with plans for academic development.
5. To encourage academic excellence and creativity through individual and cooperative experimentation by teachers.

6. To coordinate the policy regarding class absences for each Faculty member.
7. To counsel with faculty in the assigning of grades.
8. To counsel with faculty regarding student failures.
9. To encourage faculty to join professional organizations.
10. To keep on file personal folders of each Faculty member.
11. To explain to each faculty member the policy for making up missed classes due to a professor's absence.

In Relation to the Library:

1. To supervise the development, growth, and other related activities of the Library.
2. To serve as the Chairperson of the Library Committee.

In Relation to Students:

1. To counsel with students concerning academic matters.
2. To organize the graduating class and recommend to ADCOM the names of class sponsors.
3. To organize and direct the chapel programs on campus.
4. To supervise the academic program of all students, including the specific requirements for students on academic probation, and make certain that the students' transfer credits are evaluated.
5. To administer the class attendance policy.
6. To approve class registration and program changes.

Vice-Rector for Finance (VRF)

Responsible to: Rector

Direct Supervisor of: Chief Accountant, Cashier, Purchaser, Stock Manager, Fund Raising Director, Farm Manager, Store Manager, Internal controller, Security Supervisor, Food productions, Maintenance Supervisor, Landscaping/Campus Beautification Supervisor, Transportation Head/Drivers

The VRF shall be the chief financial officer and is directly responsible to the Rector. S/He shall have general charge of the financial administration of the University, the physical properties, and the industries. His/her duties and responsibilities are as follows:

In Relation to the University:

1. To act as the officer-in-charge in the absence of the Rector and the VRA.
2. To provide for the safekeeping of all funds, securities, and other valuables of the institution.
3. To give general supervision to matters pertaining to finance, including the offices of the treasury, the accountants and cashier.
4. To provide for the payment of all bills and accounts and to secure the proper discounts.
5. To act as custodian of all property and equipment belonging to the University.
6. To supervise the management of the auxiliary business activities operated by the University.
7. To prepare in counsel with the Rector the annual budget and other financial business reports for the Board and other agencies.
8. To be the liaison for all legal matters pertaining to property contracts, charters and leases.
9. To supervise the operation and maintenance of the physical plant and work with architects, engineers and planners in directing the plant expansion program as voted by the Board.
10. To administer personnel policies, maintain personnel records and recommend changes to procedures, policies and personnel in the financial operations of the university including industries.
11. To manage the investments of funds under direction of the Board and to account for all investments.
12. To cover all buildings and equipment with adequate insurance.
13. To give general supervision to the maintenance of houses and apartments belonging to the University.
14. To supervise the safety program of the University.
15. To approve all expenditures for which a general or specific appropriation has been made by the Board as evidenced by its records.
16. To approve all major requisitions for equipment and supplies for all departments of the University.
17. To keep records of institutional properties that will reflect the value of the said property and to keep records of who is responsible for the same.
18. To arrange and make provision for finances of off-campus programs of a promotional nature in which students or staff members are involved.
19. To order academic regalia for the faculty as may be required in consultation with VRA.
20. To maintain records of sponsorship of faculty members in their academic programs.
21. To promote harmonious relations with all University suppliers and customers of University enterprises, so that the University as an institution may have an effective Christian witness.

22. To sign checks and official documents in the name of the UAZ when authorized by the Charter, Bylaws, or the Board.
23. To supervise all UAZ accounts and provide adequate records of transactions with all persons and firms doing business with the University.
24. To supervise the receipt of all revenues to the University from whatever source, and properly account for and safeguard them until disbursed according to the budget.
25. To control all expenditures approved by the Board including the budget and specific appropriations.

In Relation to the Rector:

1. To counsel with the Rector on all matters concerning financial operations.
2. To supervise, in cooperation with the Rector, the construction of new buildings.

In Relation to the Staff:

1. To provide suitable non-staff personnel, either student or non-student, for the maintenance and operation of all departments.
2. To provide for all payroll and other proper disbursements and transactions with UAZ employees, and properly account for the same.
3. To provide prompt and adequate repairs and maintenance of all University equipment and buildings.
4. To prepare annually current information regarding wages, medical assistance plans, scholarship grants, and other staff benefits.

In Relation to the Academic Departments:

1. To require all Department Chairpersons, at least annually, to submit a full inventory of the property belonging to UAZ which is under their immediate supervision.
2. To inform Department Chairpersons of their budgets for each year.
3. To provide suitable supplies and equipment for the operation of teaching, industrial and service departments, within budget limitations.

In Relation to New Teachers/Staff Members:

1. To assure that adequate housing is prepared in advance for the new teacher/staff member.
2. To make an appointment with the new faculty/staff member shortly after his/her arrival to orient him/her on all pertinent financial policies and procedures.
3. To explain the procedure for ordering textbooks.
4. To provide information on how to secure classroom supplies and equipment.

In Relation to the Students:

1. To collect student fees and other institutional revenues.
2. To provide financial counsel to students and their parents or guardians.
3. To provide students and their parents with prompt and accurate statements of their accounts with the University.
4. To provide advice and counsel to student officers concerning the business affairs of student publications.

Vice-Rector for Student Affairs (VRSA)

Responsible to: Rector

Direct Supervisor of: Dormitory Deans, Cafeteria Supervisor, Chaplain, Student Association

The VRSA is responsible to the Rector for activities pertaining directly to the students. His duties and responsibilities are as follows:

General:

1. To administer the rules as voted by the university and printed in the Student Handbook or as otherwise published.
2. To serve as the presiding officer in the absence of the Rector, the VRA and the VRF.
3. To represent UAZ as designated by the Rector.
4. To supervise the editing of the Student Handbook.
5. To supervise the Personnel Social Committee.
6. To oversee and review student campus services including student residences, health services, counselling and testing.

In Relation to the Administration:

1. To promote the spiritual life of the institution in collaboration with the Rector, Chaplain and Church Pastor.
2. To prepare a budget for the operation of the dormitories in consultation with the Dormitory Deans.
3. To serve as a member of ADCOM.
4. To advise the Rector on student organizations, student services, and on social and extra-curricular activities.
5. To supervise, in consultation with the Rector, the discipline policies of the UAZ.

In Relation to the Dormitory Deans:

1. To organize and chair the Student Affairs Committee.
2. To plan with the dormitory deans in regard to housing.
3. To prepare a budget for the maintenance of the dormitories in consultation with the VRF.
4. To cooperate with the dormitory deans in making requests for additional housing or major repairs.
5. To coordinate and work closely with the dormitory deans in their programs and problems.

In Relation to the Students:

1. To serve as counsellor to the students.
2. To serve as the liaison officer with the student association.
3. To receive requests for married student housing and present these requests to ADCOM.
4. To coordinate all student organizations.
5. To study non-academic student problems and advise the Rector accordingly.
6. To process student off-campus leave.