



## The President's Office

#183-40222, Sikri Oyugis, Kenya Africa  
Tel. 254-113-760477 ● Tel. 254-784-245383  
Dr. Byeongchea Seo, President  
email) presidentmelvinuniversity@gmail.com  
[www.melvinuniv.org](http://www.melvinuniv.org)

Melvin University is fully accredited by the Education Department of Kenya Government

## The Role of University President

The President of University leads, develops and implements a comprehensive strategy that builds and expands upon the existing successes of the University.

In collaboration with the Governing Authority, staff, students and alumni, the President serves as a guiding light and motivator in the achievement of institutional goals that will enhance the distinctive reputation and character of the University in a highly competitive environment.

The primary duties and responsibilities of the President include:

To develop the University's vision and mission for the future and communicate them to internal and external partners

To lead the development and ensure the implementation of the University's strategic aims, objectives and related policies in support of the University's mission

To maintain a culture of excellence across all sectors of the University and ensure that they remain focused on the University's mission

To enhance the reputation of the University for excellence and innovation in its academic and research programmes

To maintain and develop an effective working relationship with Governing Authority

To foster existing partnerships and forge new ones

To provide direction and guidance to all sectors of the University and, in particular, to lead and manage the performance of the University's Executive so as to ensure the effective and efficient management of the University and all its resources

To maintain and reinforce the positive role played by the student community and alumni in achieving the University's goals and mission

To act as the primary ambassador of the University to a wide range of partners and the public generally so as to increase its profile nationally and internationally

To lead the advancement of the University through fundraising activities and the development of relationships with local and international partners including the business, commercial, cultural and voluntary sectors

To develop and maintain positive relations with government bodies, other universities and private entities

To enrich the University's contribution to local, regional, national life and society and to promote positive social change in all the University's functions.