

CURRICULUM VITAE

A: BASIC DATA

NAME : SOPHIA ALUM ACON (MRS)
DATE OF BIRTH : 15TH AUGUST, 1961
PLACE OF BIRTH : ALOI, MOROTO, ALEBTONG DISTRICT - UGANDA
GENDER : FEMALE
MARITAL STATUS : WIDOW WITH (3) THREE CHILDREN
NATIONALITY : UGANDAN
CONTACT PERSON : ANDY ACON
TEL: 0772 401 444
QUALIFICATIONS : (a) Bachelor of Arts Degree
(Second Class with Honours –Lower Division)
(b) Master of Arts (Educational Management)
Makerere University, 1996

B: EDUCATIONAL RECORD

INSTITUTION	PERIOD	ACADEMIC ATTAINMENT
A) Makerere University	1993 – 1995	Masters of Arts (Educational Management)
B) Makerere University	1981 – 1984	Bachelor of Arts (Hons)
C) Tororo Girls School	1979 – 1981	'A' Level
D) Gayaza High School	1975 – 1978	'O' Level
E) Ireda Primary School	1968 – 1974	P.L.E

C: WORKSHOPS/SEMINARS ATTENDED

PERIOD	WORKSHOP	VENUE
1991	Project Planning, Evaluation, Monitoring and Implementation	ACFODE
Jan.18 th – Feb.5 th 1993	Focus on Management for	Faculty of Commerce,

	Young Executives	Makerere University
March 10 th – 21 st 1997	Customer Service	Faculty of Commerce, Makerere University
July 3 rd – 4 th 1997	Gender & Management	Faculty of Commerce Makerere University
July 21 st – 27 th 2001	Visualization in participatory Planning (Training Course)	Windsor Lake Victoria Hotel
October 24 th 2001	Workshop in discipline	Lira Hotel
March 2005	Financial Accounting (Training)	Women and Gender
5 th – 7 th February 2005	Human Resource Information System	Hotel Triangle, Jinja
20 th February 2005	Academic Record Information System	Senate Building
21 st – 24 th July 2005	Gender and Management	Coline Hotel, Mukono
26 th – 28 th March, 2008	HESA Academy (Women in Academic Leadership)	Cape Town
25 th -27 th June, 2009	1 st African Student Affairs Conference	TASMAC, London
6 th – 12 th October, 2009	35 th UNESCO Conference	Paris
November 2012	4 th African Student Affairs Conference	London
23 – 24 August 2018	3 rd Annual Special Needs & Disability In Higher Education	Sand ton Sun, Hotel, Johannesburg South Africa
2013 – 2021	Uganda Deans of Students Conference	Mountains of the Moon

D: EMPLOYMENT RECORD/WORK EXPERIENCE

PERIOD	STATUS/POSITION	INSTITUTION
2016 – Date	Dean of Students	Busitema University

Responsibilities

1. Manage the planning, budgeting and development process of the unit
2. Coordinate the formulation and implementation of policies relating to student's welfare activities/functions.
3. Oversees all non-academic programmes that are administered to students in the University including students Organizations, provision of health care services, guidance and counseling services, security and safety, food and accommodation.
4. Report on students' misconduct/cases that require disciplinary action to ensure adherence to the University policies, rules and regulations.
5. Administers Institutional Policies and Procedures relating to students stay and conduct at the University.
6. Coordinates with campus constituencies and community leaders in managing co-curricular learning and service opportunities.
7. Serves as liaison between students and University Management.
8. Appraise the performance of staff in the Department.

PERIOD	STATUS/POSITION	INSTITUTION
2011 – 2016	Dean of Students	Uganda Martyrs University

Responsibilities

- a) Responsible for ensuring that all students comply with the University rules and regulations
- b) Overseeing the general welfare of students as well as their social activities on the University Campus.
- c) Responsible, in liaison with the Academic Registrar, for general and particular matters relating to students' academic progress.
- d) Responsible for handling complaints from students on academic grounds in liaison with Faculty Deans and Registrar
- e) Offer advice to Uganda Martyrs University Students Union
- f) Working as a link between students union and the University Management
- g) Ensuring that the students received fair disciplinary proceedings at the University
- h) Secretary to the students Disciplinary Committee
- i) Giving career guidance and organizing orientation programs
- j) Concerned with the health of the students in close collaboration with Health Insurance Provider and University Infirmary
- k) Dealing with International students and dealing with the government offices such as passports, visas
- l) Carrying out any other duties as may be assigned from time to time by the University Authorities.

PERIOD	STATUS/POSITION	INSTITUTION
2007 – 2010	Dean of Students	Busitema University

Responsibilities

- a) In charge of the welfare of students in Busitema University, accommodation, feeding, health, sports and recreation, counselling student's guild etc.
- b) Overall Head of Department
- c) Principal signatory to all Departmental accounts
- d) Representing the Vice Chancellor as and when required to do so.

PERIOD	STATUS/POSITION	INSTITUTION
1999 – 2007	Senior Assistant Secretary (Dean of Students' Office)	Makerere University

Responsibilities

- a) Acting as Dean of Students in the absence of both Dean and Deputy Dean
- b) Directly responsible to the Deputy Dean and act in the absence of the Deputy Dean
- c) Responsible for students' accommodation off campus, identification of reasonable and cheap and good accommodation, in charge of hostels.
- d) Handling problems of students on a daily basis
- e) In charge of all foreign students
- f) Represent the Dean of Students in various committees of the university
- g) Coordinator of all the various units under the Dean of students' Department
- h) Secretary to all committees under the Department
- i) Budget Coordinator
- j) Staff welfare
- k) Acting as Warden on top of usual schedules of duties
- l) Acted as Warden in Kbanyolo Hostel for two academic years 2004/2005, 2005/2006
- m) Acted in CCE, Galloway, University Hall and Dag
- n) Attending to Students' functions
- o) In charge of hall allocation to students

F: WORK EXPERIENCE

Responsibilities

1. Assistant Registrar – Makerere University 1992 - 1999

- a) Handling matters concerning election of Heads of Department, Dean and Director of Faculties, Schools and Institutions
- b) Handling the process of promotion of Academic staff of Associate Professors
- c) Preparation of Departmental budget and coordination with the Finance Department on the Departmental Account
- d) Preparation of almanac and leave roster

- e) Drafting of speeches:- Chancellor's and Vice Chancellor's graduation speeches and any other speeches as for the department.
- f) Secretary to the departmental meetings
- g) Coordination with all the divisions within the department on issues concerning admissions, registration and examinations.
- h) Personal Assistant to the Academic Registrar
- i) Acted as Academic Registrar in November/December 1997
- j) Listening to problems of individual students referred to the Academic Registrar's office by Faculties

2. Finance Department Administrator Makerere University (Administrative Assistant 1984 – 1992)

- a) Secretary to all meetings that concern the department
- b) Assisting the bursar in pursuing the decisions of various committees overseeing the overall management and maintenance of records in the Finance Department
- c) Coordinator of all sections in the department
- d) Handling issues concerning personnel in the department.

PERIOD	STATUS/POSITION	INSTITUTION
November 1984	Administrative Assistant (Finance Department)	Makerere University
1989	Senior Administrative Assistant (Finance Department)	Makerere University
October 1992	Assistant Registrar (Academic Registrar's Dept.)	Makerere University
Nov-Dec. 1997	Ag. Academic Registrar	Makerere University
Jan. 1999	Ag. Senior Assistant Secretary (Dean of Students Department)	Makerere University
July 2003	Senior Assistant Secretary (Dean of Students Department)	Makerere Secretary
February 2005	Ag. Dean of Students	Makerere University
June-Dec. 2005	Ag. Deputy Dean	Makerere University
2007	Dean of Students	Busitema University
November 2011 – 2016	Dean of Students	Ugandan Martyrs University

E: OTHER ACTIVITIES

PERIOD	STATUS/POSITION	ORGANIZATION
2012 - 2020	Executive Secretary	Uganda Dean of Students
1998	Member	Uganda Youth Forum
1991 – 1993	Secretary	Uganda Association of University Women Forum (UDOSF)
1989	Member	Uganda Association of University Women
1989	Member	Action for Development