



Associate Dean
School of Arts & Science

Posting A17-23
Position Type Continuing

Closing Date November 28, 2017

Workload Full-time

Start Date January 2, 2018

ORGANIZATIONAL OVERVIEW

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Strait Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 18,000 learners each year, including over 1,100 Indigenous students and 1,100 International students. The College has an operating budget of over \$123 million. Across two campuses, Camosun offers more than 160 certificate, diploma, and bachelor's degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. The College is committed to values of relationship with community, inclusiveness, and respect. As a community, we commit to the process of Indigenization of the college – including both programs and services - and to use this learning to improve the learning experiences for the exceptionally diverse range of student needs and backgrounds present within the Camosun community supporting the commitment to lifelong learning and positive student experiences.

POSITION SUMMARY

Under the direction of the Dean, Arts & Science, the Associate Dean contributes to student success by providing day-to-day leadership and management for the effective operation of the School. The Associate Dean works with the Dean to ensure seamless coordination of services and activities related to School initiatives, including the monitoring of operational and support systems to ensure efficient and streamlined processes that support student success and academic quality. The Associate Dean works with the Dean, faculty, staff, and administrative services in the College on financial and human resource operations, faculty appraisals, staff/faculty professional development opportunities, and other related duties as required. In addition, the Associate Dean leads new program development and revenue generation in the School and may act for the Dean as required.

A competitive salary, opportunities for professional development and an excellent benefit package are offered.

All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying, as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer

The full job description follows below.



EXEMPT JOB DESCRIPTION

Title: Associate Dean

Date: October 30, 2017

Department: Arts & Science

Supervises: Administrative
Coordinator, Faculty

Reports To: Dean

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REPORTING RELATIONSHIPS

The Associate Dean reports directly to the Dean. The Administrative Coordinator and Faculty report to the Associate Dean. The Associate Dean is the Dean's representative and serves as the first point of contact for faculty in the School.

ESSENTIAL JOB FUNCTIONS

School Operations and Management

- Work with Chairs, Program Leaders and the Administrative Coordinator in the implementation of their responsibilities to achieve effective Department and School operations.
- Provide direction on promotional and marketing opportunities in the School, and review and approve external and internal communications such as websites and advertising.
- Develop School operating structures, guidelines, procedures, and communication for the Departments, consulting and collaborating with faculty and staff as needed.
- Review operational policies and protocols, and monitor adherence.
- Address student, staff, and faculty concerns in accordance with relevant policy and best practice.
- Liaise with the Student Experience portfolio and Registrar's office.

Human Resource Management

- Under the guidance of Human Resources, and in collaboration with the Dean, oversee and coordinate recruitment, orientation, coaching, and supervision of Staff and Faculty.
- In collaboration with the Administrative Coordinator and, as required, coach staff members including the application of discipline.
- In collaboration with the Dean and, as required, coach Faculty members including the application of discipline.
- Working with the Executive Director Human Resources and Department staff, ensure effective staff and faculty selection processes are undertaken.
- Participate in processes to meet the learning and operational objectives of the School.
- Oversee staffing plans, including allocation of faculty work assignments, in accordance with approved educational and budgetary plans and relevant collective agreements.
- Review and approve all faculty and staff vacation, leave requests, and contracts.
- Collaborate with others in the College, the Dean, and Chairs, to encourage professional development opportunities to meet curriculum needs and facilitate creativity and innovation in programming. Promote professional/scheduled development opportunities for faculty and review and provide feedback related to SD/PD plans and reports.
- Maintain knowledge of the CUPE and CCFA Collective Agreements to ensure compliance. Address and investigate complaints as required. With HR and the Dean, participate in addressing and resolving grievances.

Fiscal Resource Management

- Oversee budget development and monitoring with the assistance of the Administrative Coordinator, Dean, and Chairs, and liaise with Finance.
- Coordinate and enhance School-wide management systems and controls and advise College leadership on operational needs of the School.
- Authorize expenditures to the prescribed limits.
- Oversee and coordinate, in collaboration with the Director of Facilities, overall space management.
- Oversee and coordinate, in collaboration with the CIO, appropriate technological support.

Community Engagement

- In conjunction with the Dean, Chairs, and Program Leaders ensure representation at key internal and external initiatives and committees.
- Participate in cross-college operational, program development, and human resources related committees, working groups, projects etc., and advocate on behalf of the School.
- Support and encourage the scholarship, research, and professional talents of faculty.

Program Development

- Monitor and assess emerging developments and trends in Arts and Science education, identifying implications for faculty, programs and resources.
- Lead research and scholarship in the School working with the Centre for Applied Learning and the Centre for Excellence in Teaching and Learning.
- Investigate, develop, implement, and monitor revenue-generating opportunities for the School.
- Attend designated internal and external committees, including Program Advisory Committees, and provide information to School members to ensure currency and effective development of Programs.

OTHER FUNCTIONS AND RESPONSIBILITIES

- Perform other related duties as assigned by the Dean of Arts & Science.
- May act for the Dean as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven leadership skills in an educational environment, including strong relationship building skills, planning abilities, and change management experience.

- Aptitude for working effectively and collaboratively with others both within the College and in the broader community.
- Demonstrated budgeting and fiscal management experience.
- Ability to manage conflict and deal with difficult interactions.
- Ability to recognize and address needs within a diverse School.
- Demonstrated supervisory experience.
- Excellent written and verbal communication skills.
- Demonstrated focus on students, their success, and lifelong learning.
- Ability to align with and contribute to Camosun community's culture.

QUALIFICATIONS

- A Master's Degree in an Arts or Science discipline.
- Minimum three years in an administrative position within a post-secondary institution.
- Minimum three years teaching experience at the post-secondary level.