



Associate Director

Applied Learning, Co-operative Education & Career Services

Posting: A17-25
Position Type: Term
Start Date: ASAP

Closing Date: November 24, 2017
Workload: Full-time
End Date: One year appointment

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.

Applied Learning, Co-operative Education & Career Services (CECS) provides college-wide leadership in the development and coordination of applied learning, co-operative education and career services on the two campuses at Camosun College. CECS plays an integral role in the college's mission of providing relevant, innovative and applied education. The activities of the department include, but are not limited to student education, training and skills development particularly in relation to career development, experiential and work integrated learning, as well as designing and hosting events that support applied learning initiatives and partnerships with internal and external partners including faculty and employers.

POSITION SUMMARY

Camosun College is seeking an innovative and forward-thinking leader for the position of Associate Director of Applied Learning, Co-operative Education & Career Services (CECS). The Associate Director will lead the review and repositioning of co-operative education and career services at the college in addition to examining the feasibility of a co-curricular model for the institution.

The ideal candidate will champion excellence and further advance a comprehensive and engaging student experience, and possess exceptional interpersonal abilities to develop relationships within a diverse college community as well as the broader community. You will bring a record of leadership and accomplishments in a post-secondary environment as well as the ability to lead and manage change through a collaborative approach.

REPORTING RELATIONSHIPS

In this role, the Associate Director will report to the Director of Applied Learning and will have nine direct reports, which include:

- Student Employment Facilitators (7) for Technology, Business, Hospitality Management, Sport/Exercise Education and Arts/Science programs
- Student Employment Facilitator, International
- Student Employment Facilitator, Career

QUALIFICATIONS

- A minimum of a graduate degree in a related field;
- Related experience to include:
 - Minimum of five (5) years of related system and administrative leadership experience, demonstrating progressive responsibility;
 - Planning, developing and implementing education-related projects and initiatives;
 - Building and facilitating effective partnerships with colleagues, partners and stakeholders;
- Leadership skills and capabilities that include: initiative, sound decision-making, persistence in the face of obstacles, creativity, resourcefulness, resiliency, a sense of humour, humility, honesty, and a willingness to accept responsibility and be accountable for results;
- A strong working knowledge of co-operative education, career services and an understanding of applied or experiential learning;
- A demonstrated record of successfully leading and supporting broad organizational goals relating to education;
- Exemplary interpersonal skills across a diverse range of people and situations;
- Exemplary communication skills, both written and oral.

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

Exempt Position Vacancy – A17-25 Associate Director - Applied Learning Co-Op and Career Services.docx

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 Director, Applied Learning, Co-operative Education

& Career Services

Department: Applied Learning, Co-operative Education & Career Services

Supervises: 9+

Reports To: Director of Applied Learning, Co-operative Education & Career Services

A) ORGANIZATIONAL OVERVIEW

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Applied Learning, Co-operative Education & Career Services (CECS) provides college-wide leadership in the development and coordination of applied learning, co-operative education and career services on the two campuses at Camosun College. CECS plays an integral role in the college's mission of providing relevant, innovative and applied education. The activities of the department include, but are not limited to student education, training and skills development particularly in relation to career development, experiential and work integrated learning, as well as designing and hosting events that support applied learning initiatives and partnerships with internal and external partners including faculty and employers.

B) JOB SUMMARY

Camosun College is seeking an innovative and forward-thinking leader for the position of Associate Director of Co-operative Education & Career Services (CECS). The Associate Director will lead the review and repositioning of co-operative education and career services at the college in addition to examining the feasibility of a co-curricular model for the institution.

Leading, supporting and assisting with the development of policies and procedures in the areas of co-operative education and career services are an integral part of the work of CECS. Further, development of a strong student and faculty engagement model is critical to the work of CECS. CECS and the Student Experience division are focused on the support of all college students as they undertake a college career. In collaboration with faculty Co-op/Internship Coordinators, the Associate Director will lead processes to seek and engage with faculty and students directly.

The Associate Director plays a key role in the organizational design and success of the new Student Experience division, and requires the ability to shift and shape culture – not only for the division, but for the way the college coordinates services to enhance the overall student experience. As a key organizational influencer the Associate Director is integral to building and getting organizational support and buy in for a student-centred model and in ensuring that this model – which includes the place that students hold within it – is understood throughout all aspects of the college.

With a strong focus on student engagement the Associate Director will develop and provide a leadership structure and opportunities for students, including the potential of a co-curricular model for the college. Collaboration with the Camosun Student Society, schools and departments will further a robust student engagement process for students.

The ideal candidate will champion excellence and further advance a comprehensive and engaging student experience, and possess exceptional interpersonal abilities to develop relationships within a diverse college community as well as the broader community.

C) REPORTING RELATIONSHIPS

This position reports to the Director of Applied Learning, Co-operative Education & Career Services and will work collaboratively with staff, faculty, and college administrators to provide a student-centred model that supports the goals and direction of the Student Experience and Education divisions. Currently, the Associate Director has nine direct reports, which include:

- Student Employment Facilitators (7) for Technology, Business, Hospitality Management, Sport/Exercise Education and Arts/Science programs
- Student Employment Facilitator, International
- Student Employment Facilitator, Career

D) ESSENTIAL JOB FUNCTIONS

STUDENT EXPERIENCE INITIATIVES

- Leads, develops and maintains relationships with community partners and works collaboratively with external service providers and partner institutions.
- Actively participates and provides solution-orientated guidance to senior academic and administrative leaders relating to the overall student experience.
- Works collaboratively with staff and faculty at supporting services for students that ensure they are meeting their career and academic objectives.
- Leads campus-wide initiatives directly impacting students, staff, and faculty, including the implementation of professional and student learning opportunities.
- Pro-actively reviews, designs, develops and implements effective strategies, programs, practices and procedures in all areas of responsibility within CECS.
- Leads and implements student engagement strategies and best practices that support improvements through collaboration and multi-functional groups.
- Assesses, coaches, and provides constructive feedback to teams and individuals within CECS and across the college to strengthen supports and services to students, staff and faculty.
- Collaborates with and provides expertise to students, faculty and staff relating to the student experience.
- Works closely with colleagues and external partners to provide support with data management, policy and procedures relating to the student experience.
- Develops, maintains and coordinates data on trends, issues and challenges within CECS.
- Leads or provides support in the creation of new initiatives as developed by the Student Experience leadership team.
- Builds programs and services in support of the career development of students.
- Liaises with the provincial ministries and agencies on issues impacting students, particularly issues related to career development and co-operative education programs.

STAFF & BUDGET MANAGEMENT

- Manages the design and delivery of annual plans.
- Provides leadership and direction to stakeholders across the college to ensure supports and services are aligned with student needs.
- With the Director, serves as a primary Co-operative Education & Career Services liaison with community partners, including employers and post-secondary partners.
- Provides leadership to team members by coaching, guiding and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate positive resolutions.
- Works closely with the Director and Assistant to the Director to help team members define shared and individual goals, meet target dates, and ensure alignment of team goals to department goals.

- Monitors and assesses performance and employs strategies as appropriate to enhance performance.
- Contributes to the effective management of the departmental budget to maximize resources and efficiencies.

E) OTHER FUNCTIONS AND RESPONSIBILITIES

- Represents the department on various internal, provincial committees, professional associations and/or organizations;
- May act in the absence of the Director of Applied Learning, Co-operative Education & Career Services; and
- Performs other related duties as assigned.

F) QUALIFICATIONS

EDUCATION AND RELATED EXPERIENCE

- A minimum of a graduate degree in a related field;
- Related experience to include:
 - Minimum of five (5) years of related system and administrative leadership experience, demonstrating progressive responsibility;
 - Planning, developing and implementing education-related projects and initiatives;
 - Building and facilitating effective partnerships with colleagues, partners and stakeholders;
- Experience in post-secondary environments preferred;
- Equivalent combination of education and experience may be considered.

COLLEGE CAPABILITIES

As a member of the college community, the Associate Director will demonstrate the three core capabilities identified in the College's capability framework:

- **Focus on Students and Their Success**
We all have a role to play in promoting and supporting students - directly or indirectly - contributing to their success, education and transition as they build their path to the future.
- **Cultural Alignment**
Inclusion and respect align with Camosun's traditions of lifelong learning and positive, supportive experiences for all. We examine our individual and institutional cultures and consider other ways of knowing (thinking), being (approaches), doing (acting), and relating.
- **Fostering and Nurturing Relationships**
Fostering and nurturing relationships is at the core of everything we do. Successful workplace relationships take time to develop and include building trust, engagement and collaboration.

KNOWLEDGE, SKILLS AND ABILITIES

- A strong desire to provide exceptional experiences for students;
- Leadership skills and capabilities that include: initiative, sound decision-making, persistence in the face of obstacles, creativity, resourcefulness, resiliency, a sense of humour, humility, honesty, and a willingness to accept responsibility and be accountable for results;
- A comprehensive understanding of the trends, issues, research and challenges of post-secondary students;
- A strong working knowledge of co-operative education, career services and an understanding of applied or experiential learning;
- Policy development, application, and administration knowledge and experience;
- A demonstrated record of successfully leading and supporting broad organizational goals relating to education;
- The ability to influence, lead and achieve results with a broad variety of stakeholders;
- Exemplary interpersonal skills across a diverse range of people and situations;
- Exemplary communication skills, both written and oral;
- Excellent analytical and conflict resolution skills.