



Director, Student Affairs

Student Services, VP Student Experience

Posting: A17-26 **Closing Date:** December 8, 2017
Position Type: Continuing **Workload:** Full-time
Start Date: To Be Determined

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

The director will work collaboratively with faculty, staff, and College administrators to provide a student-centred model that supports the goals and direction of the Student Experience division. The new division focusses on the support of all college students as they undertake a college career.

The director will lead the continued progression and enhancement of a coordinated support delivery model within the areas of counselling, mental health, academic advising, judicial affairs, the office of student support; student engagement and other areas as appropriate. Leading, supporting, and assisting with the development of policies and procedures in the areas of threat/risk assessment, sexual violence and misconduct, diversity and inclusion, and non-

academic misconduct are an integral part of the work of Student Affairs, as is the development of a strong student engagement model.

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: Director, Student Affairs

Date: October 24, 2017

Department: Student Services

Supervises: 32

Reports To: Vice President, Student Experience

A) ORGANIZATIONAL OVERVIEW

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supporting, and assisting with the development of policies and procedures in the areas of threat/risk assessment, sexual violence and misconduct, diversity and inclusion, and non-academic misconduct are an integral part of the work of Student Affairs, as is the development of a strong student engagement model.

Building programs and generating initiatives to engage and respond to students and their needs is core to this position. Bringing in the support and understanding of students and their issues to all areas of the college is an important part of this portfolio. A highly collaborative and consultative process is required to be successful at building key relationships and trust as this position is the key liaison between many groups of students and their interests with the college as an organization. The director must also lead processes to seek and engage with students directly.

The director must therefore be able to provide a position of advocacy, supporting the breakdown of unnecessary barriers, shifting culture, and significant change management especially in support of diversity and inclusion. They must do so in an environment in which they collaboratively increase awareness, understanding, and support of students including those that are marginalized. The director will build a culture in which students feel a strong collaboration and level of support for their work and studies at Camosun. This culture will be tangible, and the director will lead the college in developing and implementing student-centered philosophies and best practice approaches.

With a strong focus on student engagement, the director will develop and provide a leadership structure and opportunities for students. Collaboration with the Camosun Student Society, student groups, schools, and departments will further a robust engagement process for students.

C) REPORTING RELATIONSHIPS

This position reports to the Vice President, Student Experience. Currently, the director has 32 direct reports across 4 divisions, which include:

- Academic Advising
- Counselling
- Mental Health Strategy Initiative
- Office of Student Support

D) ESSENTIAL JOB FUNCTIONS

STUDENT EXPERIENCE INITIATIVES

- Leads campus-wide initiatives directly impacting students, staff, and faculty, including the implementation of professional and student learning opportunities
- Pro-actively designs, develops and implements effective strategies, programs, practices, and procedures in all areas of responsibility within student affairs

- 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 the Office of Student Affairs 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
- Provides counsel and support to deans on specific student issues
- Works closely with colleagues and external partners to provide context and research leading to the development of policy, guidelines and procedures relating to the student experience
- Develop, maintain, and coordinate data on trends, issues, and challenges within student affairs
- Leads in the creation of new initiatives as developed by the Student Experience leadership team
- Provides counsel and advice to the College's executive team and President on issues impacting students
- Builds programs and services in support of students
- Liaises with appropriate ministries and social agencies on issues impacting students
- Builds support and awareness of issues as they pertain to students
- When called upon, practices the appropriate authority for the application of process and actions pertaining to student issues

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
- Serves as the primary Student Affairs liaison with community partners
- Provides leadership to team members by coaching and modeling key behaviours/strategies, encouraging dialogue, and providing guidance and advice to facilitate positive resolutions
- Works closely with Student Affairs leadership to help team members define shared and individual goals, meet target dates, and ensure alignment of team goals
- Monitors and assesses performance and employs strategies as appropriate to enhance performance
- Oversees the effective management of the departmental budget to maximize resources and efficiencies

E) OTHER FUNCTIONS AND RESPONSIBILITIES

- Other duties as assigned by the Vice President, Student Experience

F) 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 humor, 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;
- 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 persuade, 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;
- A strong sense of responsibility, accountability and ownership for the role within a college setting

COLLEGE CAPABILITIES

As a member of the college community, the Director of Student Affairs 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.

G) QUALIFICATIONS

- A minimum of a graduate degree in a related field (Educational Administration or related discipline);

- Minimum of seven (7) years of related system and administrative leadership experience, demonstrating progressive responsibility. Post-secondary experience preferred; however, an equivalent combination of education and experience may be considered.