



Associate Dean

School of Access

Posting: A17-27 **Closing Date:** January 5, 2018
Position Type: Continuing **Workload:** Full-time
Start Date: February 1, 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

Working in the School of Access under the direction of the Dean, the Associate Dean contributes to student success by providing day-to-day leadership for and management of the school. The Associate Dean works with the Dean to ensure seamless coordination of services and activities related to college and school-wide initiatives. This includes monitoring operational and support systems and maintaining efficient and streamlined processes for optimizing all areas of the strategic plan including student success, academic integrity, and academic excellence. The Associate Dean also works with faculty, staff and administrative services in the college to lead financial and human resource operations, provide professional development opportunities, and fulfill 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.

JOB DESCRIPTION

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REPORTING RELATIONSHIPS

The Associate Dean reports directly to the Dean. All faculty other than those on the School Leadership Team report to the Associate Dean.

ESSENTIAL JOB FUNCTIONS

School Operations and Management

- Works with the School Leadership Team and key stakeholders across the college to support the effective operation of the school
- Works with the Dean, the School Leadership Team, faculty, and staff to: develop and monitor school operating structures, guidelines, procedures, and communications for the school in accordance with the college's values and Strategic Plan
- Oversees the accuracy and quality of all school-related communications appearing in print or electronic media including internal and external communications, marketing and promotional materials, the calendar, and web content
- Ensures staff and faculty comply with college policy and protocols as per the relevant Collective Agreements
- Addresses student, staff, and faculty concerns in accordance with relevant policies and Collective Agreements
- Liaises with the Student Experience and Registrar's office to advocate for the complex learning pathways of our learners regarding funding, measurements of success, and other supports

Human Resource Management

- Under the guidance of Human Resources, and in collaboration with the Dean, coaches and supervises faculty and administrative leaders

- In collaboration with the Dean and in consultation with the chairs, coaches faculty and initiates disciplinary action as required
- In collaboration with the appropriate workplace leaders, coaches staff members and initiates disciplinary action as required
- In collaboration with Human Resources and the appropriate workplace leaders, leads and monitors recruitment and selection processes; develops and participates in leadership development initiatives; and ensures that the school follows effective staff and faculty selection processes
- In collaboration with the Dean, promotes professional development (PD) and Scheduled Development (SD) opportunities for faculty to meet curriculum needs and foster creativity and innovation in programming; monitors, reviews, and provides feedback on PD and SD plans and reports
- In collaboration with the chairs, coordinates faculty staffing, scheduling, and allocation of faculty work assignments (including SD) in accordance with approved educational and budgetary plans and relevant Collective Agreements
- Maintains knowledge of and ensures the school's compliance with all aspects of college policy as well as the CUPE, CCFA and BCGEU Collective Agreements; works with Human Resources to address, investigate, and resolve grievances associated with these policies and agreements
- Oversees faculty evaluations in keeping with relevant Collective Agreements.
- Reviews and approves all faculty and staff leaves and contracts as per relevant collective agreements

Fiscal, IT, and Resource Management

- Working with Finance, the Dean, Chairs, and Administrative Coordinator, leads and oversees budget development and monitoring
- Implements school-wide financial management systems; controls and advises the Dean and college leadership on operational needs of the school
- Investigates, develops, implements, and monitors revenue-generating opportunities in and for the school
- Authorizes and approves expenditures to the prescribed limit (e.g., VISA)
- Working with the director of facilities, manages the allocation of working, meeting and gathering spaces for the school
- Working with the CIO and ITS, ensures that all technological infrastructure and services (e.g., multi-functional devices, telephones, computers, conferencing platforms, the Scheduled Development platform, and key Microsoft-related software) operate optimally to support the daily operations of the school

College and Community Engagement

- Represents the school and actively participates in college and community functions (e.g., Academic Awards, graduation ceremonies, and community partner events)

- Represents the school and actively participates in internal and external committees/working groups/projects and updates the school as appropriate
- Attends Program Advisory Committees and other relevant community meetings and provides information to the school to help develop innovative and responsive programming
- Liaises with key community partners to foster pathways into the college

Program Development

- Monitors and assesses changes in developmental education to identify and clarify implications for faculty, program and resource development
- In collaboration with stakeholders across the college and in community, researches, develops, implements, administers, and communicates new educational initiatives, projects, and programs
- Provides direction on promotional and marketing opportunities in the school

OTHER FUNCTIONS AND RESPONSIBILITIES

- Performs other related duties as assigned by the Dean of the School of Access
- May act for the Dean as required

KNOWLEDGE, SKILLS AND ABILITIES

- Aptitude for working effectively with others in the school, college, and wider community
- Knowledge of and experience with Indigenization and reconciliation
- Demonstrated focus on developmental-education students, their success, and lifelong learning
- Demonstrated budget 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
- Ability to align with and contribute to Camosun's community culture
- Proven leadership skills including strong relationship building skills, planning abilities and change management

QUALIFICATIONS

- A Master's degree in a relevant discipline
- Minimum three years in an administrative position within a post-secondary institution
- Minimum three years post-secondary teaching experience