



*Associate Dean*  
*School of Trades and*  
*Technology*

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**Posting:** A18-09  
**Position Type:** Continuing  
**Start Date:** ASAP

**Closing Date:** April 20, 2018  
**Workload:** Full-time

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**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.

A skilled, knowledgeable trades and technical workforce is vital to the growth and profitability of British Columbia's current and emerging industries. Camosun College's School of Trades and Technology is the largest provider of trades and technology education on Vancouver Island, and the second largest in BC, enrolling more than 3,200 students in 35 different trades and engineering technology programs every year. From welders to mechanical engineering technologists, carpenters to civil and computer engineers, Camosun delivers highly qualified, well-trained new workers who are familiar with the most current materials, equipment and technology available today – making them job-ready for tomorrow. Camosun's new \$30 million Trades Education and Innovation Complex, along with the Technology Centre, and its emphasis on hands-on lab and shop facilities, greatly enhance the college's ability to offer training directly relevant to the needs of industry. The leadership and reputation of Camosun's School of Trades

Exempt Position Vacancy – A18-09 Associate Dean T&T.docx

3100 Foul Bay Rd, Victoria, B.C. V8P 5J2

**Camosun College**

**Human Resources**

P 250.370.3004 F 250.370.3664

**www.camosun.ca**

and Technology are the outcomes of over 45 years of expertise, exceptional and nationally acclaimed faculty with industry experience, and a bold vision of what trades and technology education can and should be as it meets the emerging needs of the 21st century.

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## **POSITION SUMMARY**

Camosun College values teaching excellence in its faculty and is committed to successful learning for its students. The School of Trades and Technology offers a broad range of certificate, diploma, and Apprenticeship programs. The School has a \$15 million budget, which includes significant contract and onsite training in communities. Details about the School and its programs can be found at <http://camosun.ca/learn/school/trades-technology/> .

The School is poised for further growth in its programming, and is looking for an innovative and experienced educational leader who is deeply committed to, and energized by, change. Together with the Dean, the Associate Dean will be part of a team that aspires to excellence and creativity in the delivery of education in the trades and technology fields.

Under the direction of the Dean, the Associate Dean contributes to student success by providing day to day leadership and management for the effective operation of the school. This position helps lead seamless coordination of services and activities related to School wide 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 faculty, staff and administrative services in the college to lead financial and human resource operations, faculty evaluation, provides 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.

As the successful candidate you bring a record of leadership and accomplishments in the college environment, preferably within the disciplines taught in the School of Trades and Technology. You understand and are committed to the values and mission of Camosun College. In your previous roles in education and practice, you have demonstrated well-developed interpersonal skills including conflict resolution, financial management as well as an ability to lead and manage change at the operational level through a collaborative approach.

## **Minimum Qualifications**

- Professional Engineer Designation and a Post-secondary teaching diploma or a Trades Journeyman's ticket with Interprovincial Red Seal Certificate and a Post-secondary teaching diploma or a discipline-relevant Master's degree.
- Three years administrative and leadership experience at the post-secondary level
- Five years exemplary post-secondary teaching or educational development experience
- Equivalent in education and experience.

A competitive salary range from \$80,438 to \$107,250, opportunities for professional development and an excellent benefit package are offered.

Apply online at [www.camosun.ca/careers](http://www.camosun.ca/careers) by April 20, 2018. 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***

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*The full job description follows below.*

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## EXEMPT JOB DESCRIPTION

**Title:** Associate Dean

**Date:** July 22, 2016

**Department:** Trades and Technology

**Supervises:**  
Administrative Coordinator,  
Faculty

**Reports To:** Dean

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### A) ORGANIZATIONAL OVERVIEW

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### B) JOB SUMMARY

Under the direction of the Dean, 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 wide 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 faculty, staff and administrative services in the college to lead financial and human resource operations, faculty evaluation, provide professional development opportunities and other related duties as required. In addition, the Associate Dean leads new program development and revenue generation in the school. May act for the Dean as required.

## **C) REPORTING RELATIONSHIPS**

The Associate Dean reports directly to the Dean. Reporting to the Associate Dean are the Administrative Coordinator and Faculty in the school.

## **D) ESSENTIAL JOB FUNCTIONS**

### **School Operations and Management**

- Works with Chairs, Program Leaders and Administrative Coordinator in the implementation of their responsibilities in achieving effective department and school operations.
- Ensures accuracy and quality of program related materials, including calendar, external communication materials, marketing and promotion of the designated department on the web and elsewhere.
- Develops operating structures, policies, procedures and communication for the Departments, consulting and collaborating with faculty as needed.
- Review operational policies and protocols and ensure compliance.
- Address student, staff and faculty concerns in accordance with relevant policy.
- Liaison with the Student Experience portfolio and Registrar's office.

### **Management of Human Resources**

- With the guidance of the College's Human Resources Department, leads recruitment, orientation, coaching and supervision of faculty and certain staff members including the application of discipline.
- Working with the Executive Director Human Resources and department staff, ensures effective staff and faculty selection processes are undertaken and participates in processes to meet the learning and operational objectives.
- Oversee faculty staffing plans, including allocation of faculty work assignments, in accordance with approved educational plans and relevant collective agreements working with Chairs.
- Reviews and approves all faculty and staff vacation, leave, and contracts.
- Collaborates with others in the college, the Dean and Chairs to encourage professional development opportunities. Promote professional/scheduled development opportunities for faculty and review, provide feedback and approve all scheduled development (SD) and professional development (PD) plans and reports.
- Manage faculty evaluation process. Identifies faculty requiring evaluation and undertakes evaluations under the CCFA and BCGEU Collective Agreements.

- Maintains knowledge of, interprets and ensures compliance with the CUPE, CCFA and BCGEU Collective Agreements. Address complaints and investigate as required. With HR addresses and resolves grievances.

### **Fiscal Resource Management**

- Lead and oversee budget development and monitoring with the assistance of the Administrative Coordinator, Program Assistants and Chairs and working with Finance
- Implements school wide management systems and controls and advises college leadership on operational needs of the school.
- Authorizes expenditures to the prescribed limit and approves VISA and Colleague.
- Oversee and coordinate overall space management.
- Oversees and coordinates appropriate technological support with the Chief Information Officer (CIO).

### **Community Engagement**

- In conjunction with the Dean, Chair and program leaders, ensures attendance at key internal and external initiatives and committees.
- Collaborates with the VP Partnership on School related opportunities.
- Represents the school in cross college operational and program development committees, working groups, projects and other related activities.

### **New Program Development**

- Monitor and assess emerging developments in the associated industry sector appropriate for the School, identifying implications for faculty, programs and resources.
- In collaboration with the Continuing Education (CE) Coordinator, Chairs and Program Leaders develops, implements and administers new education initiatives, projects and programs.
- Leads research and scholarship in the school working with the Centre for Applied Learning as applicable.
- Investigates and develops revenue generating opportunities in the school as applicable.
- Provides direction on promotional and marketing opportunities in the school and reviews and approves external and internal communications such as websites and advertising.
- Attends designated internal and external committees and provides information to school members to ensure currency and effective development of Programs.

## **E) OTHER FUNCTIONS AND RESPONSIBILITIES**

- Performs other related duties as assigned by the Dean.
- May act for the Dean as required.

## **F) KNOWLEDGE, SKILLS AND ABILITIES**

- Focus on students and their success capability
- Ability to align with the Camosun community's culture
- Ability to foster and nurture relationships
- Able to recognize and address needs
- Is able to create a context to enable others to act.
- Can create the time and space for individuals to achieve their respective best.
- Proven leadership skills including strong relationship building skills, planning abilities and change management.
- Excellent communication skills both written and verbal.
- The ability to work effectively and collaboratively with others within the organization and external stakeholders to implement changes and to address problems and concerns.
- The ability to create and maintain a healthy workplace and where necessary deal proactively with conflict in the working environment.
- Demonstrated supervisory experience.
- Demonstrated budgeting and fiscal management experience.

## **G) QUALIFICATIONS**

- Professional Engineer Designation and a Post-secondary teaching diploma or a Trades Journeyman's ticket with Interprovincial Red Seal Certificate and a Post-secondary teaching diploma or a discipline-relevant Master's degree.
- Three years administrative and leadership experience at the post-secondary level
- Five years exemplary post-secondary teaching or educational development experience
- An established professional credential as evidenced by a graduate degree or similar certification in a relevant field from an accredited post-secondary institution.

- Membership in good standing in a profession within the disciplines taught by the School.
- Proven teaching experience.
- Experience in the management, organization, and leadership of collaborative educational environments, preferably within trades and technology education.
- An equivalent in education and experience.