

**POSITION VACANCY**  
**Chair, Automotive and Motorcycle Programs**  
**School of Transportation**

*In keeping with our commitment to diversity at Centennial College we encourage applications from qualified women, Aboriginal persons, persons with disabilities, and visible minorities.*

**Classification:** Administration  
**Salary Range:** As per college policy  
**Location:** Ashtonbee Campus

**Position summary:**

Reporting to the Dean of the School of Transportation, the Chair of Automotive and Motorcycle programs is accountable for the effective operations of this program cluster and plays a key role in sector outreach and program development. The Chair provides academic and administrative leadership, supervision and direction to the faculty, co-ordinators, support staff and learners in Centennial College's School of Transportation.

The Chair is accountable for the academic and financial planning, the development, and ongoing review of the full time post secondary and apprenticeship programs in the cluster which include but are not limited to Automotive Service Technician, Motorcycle and Powersports, Automotive Painter, and Collision Repair. The Chair collaborates with the other members of the Management team for the School of Transportation to set goals and align program activities with the strategic directions and vision of Centennial College.

**Responsibilities:**

- Participates in the development of yearly plans, priorities and objectives which support the College's Strategic and Business Plans
- Promote the principles and practices of diversity, equity and inclusiveness in all department and program activities
- Provide leadership to faculty and staff in determining priorities, assignments and schedules
- Ensure the quality, academic integrity and consistency of delivery of the programs through effective supervision of teaching and learning processes, academic planning and administrative leadership
- Create an effective, professional working and learning environment based on mutual respect for the staff and the teaching/learning process that fosters a culture of continuous improvement
- Improve performance through effective recruiting, training, and supervision of full time and contract faculty
- Assign staff workloads according to the provisions of the collective agreements and College practices to maintain program quality, fiscal responsibility and achieve budget objectives
- Provide input and manage the operating budget for the programs/departments, in collaboration with the administrative team
- Work closely with employers, partners and program advisory committee members to determine current and future skill needs.
- Participate in Strategic Enrolment Management to improve the recruitment and retention of students
- Conduct first level investigations, initiate problem-solving and conflict resolution processes in accordance with College policies and procedures for disputes involving faculty, staff and students within the department, while respecting collective agreements and human rights
- Identify new program opportunities and participate in the College's program and curriculum review/approval process
- Promote, support and monitor the ongoing professional development and scholarship of faculty and staff.
- Disciplines and terminates personnel as required and following due process

**Qualifications/Experience:**

- A degree relevant to Education or equivalent combination of education and experience
- Leadership experience in a post secondary education or corporate training environment
- Extensive knowledge and experience with adult education, apprenticeship and adult vocational training
- A Certificate of Qualification in a transportation trade would be an asset
- Formal teaching qualifications would be an asset
- Demonstrated competencies in curriculum development and effective teaching skills
- Knowledge of and experience working effectively with external agencies and industry associations e.g., government, sector councils, etc.
- Demonstrated leadership, negotiation and problem-solving skills
- Knowledge of issues relating to students with multiple challenges
- Demonstrated success in creating a vision and managing change within complex systems
- Demonstrated ability to use collaborative approaches to resolve complex issues in a unionized setting and across departmental or divisional boundaries
- Working effectively in a diverse environment
- Experience with budget development and balancing operational budget priorities

**Apply online:** [www.centennialcollege.ca/careers](http://www.centennialcollege.ca/careers)

*"Proof of credentials or equivalencies from accredited regional or federal post secondary institutions and/or their foreign equivalents will be required at the time of job offer."*

When applying, your covering letter and résumé must include examples that reflect all of the requested skills and qualifications and **should be submitted electronically by June 7, 2010 at 4:30 p.m. Please quote Competition #10-A-09.** We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.

**COMPETITION #10-A-09**

**POSTING DATE:** May 6, 2010  
**EXPIRY DATE:** June 7, 2010